

PROCEDURE FOR RECRUITMENT AND SELECTION OF TEACHERS

Request:

When a vacancy occurs, the principal makes the vacancy known to the Office of Human Resources, providing specific details about the job opening.

The vacancy is advertised in the District Bulletin and on the District website. In urgent hiring situations, the Nebo Education Association President is notified immediately of the vacancy if the position is to be advertised for less than five working days. No employment commitment will be made until the vacancy has been advertised and files of qualified applicants have been considered.

Application:

Applications for positions may be received in any of four ways:

1. Mail: Application routed to the secretary in the Human Resources Department. The secretary files the application.
2. In Person: The Human Resources Department secretary receives and files the application.
3. FAX: Application routed to the secretary in the Human Resources Department. The secretary files the application.
4. Electronically: Applications may be received electronically by the Human Resources Department. The secretary will file the application.

Selection of Candidate:

After staffing allocations have been established by the Superintendent, the selection procedure will proceed as follows:

1. Each Director:
 - a. Authorizes advertising each position
 - b. Consults with principal and interviews as is appropriate
2. Each Principal:
 - a. Verifies with the Director the authorization to seek candidates
 - b. Contacts the Office of Human Resources to announce a position opening
 - c. Reviews list, selects files and interviews candidates (may use

another administrator or a district level supervisor in the interview process. Teachers may be used in the file selection process.)

- d. In consultation with director, makes final selection
- e. Submits Authorization To Employ, form 119.1, to the Office of Human Resources

3. Office of Human Resources:

- a. Receives and files applications, develops file, categorizes, and develops appropriate listings
- b. Advertises openings as needed as required by Master Agreement
- c. Provides lists and files to administrators/principals
- d. Interviews when possible and appropriate, especially where conflicts of interest or special circumstances are evident
- e. Coordinates/facilitates completion of employment processes including contracts and other forms as required (I-9, Criminal check; W-4, Credits, form 119.1, etc.)
- f. Prepares names for final acceptance and employment by the Board of Education

Employment of Teachers:

- 1. Teachers with no contract experience will begin on step one of the appropriate lane of the salary schedule.
- 2. Teachers who have experience but are employed in the District for the first time may be granted one step for each year of regular contract experience to a maximum of five years. They will be placed on step six of the salary schedule.
- 3. Teachers who are returning to Nebo District will be given credit for all previous years in Nebo School District, providing there is a written letter of positive recommendation from their most recent educational employer or administrator. Teachers who have retired from the Utah Retirement System will be given a maximum of five (5) years experience on the salary schedule unless in the discretion of the Nebo School District Board of Education an exception is granted for special circumstances, including, but not limited to, critical needs, expertise and licensure. Individuals who have retired from the Utah Retirement System will be non-tenured teachers for one year and will be tenured after one year of successful teaching experience.
- 4. Teachers who are returning to Nebo School District who have five or fewer years of experience in Nebo District and other experience outside the District will be granted one step for each year of regular contract experience to a maximum of five years.
- 5. Recognition of teaching experience outside Nebo School District beyond five

years must have the approval of the Superintendent and the Board of Education.

6. A teacher will be deemed to have served a school year if he/she has served 90 or more school days during any specific school year.
7. It shall be the responsibility of the employee to provide proof of experience, certification, and necessary credit for additional lanes on the salary schedule prior to receiving compensation beyond step one, lane one.

The Board of Education retains the right to make any waiver of this procedure which it finds necessary or desirable in the operation of the Nebo School District. Any variations of this procedure must be approved by the Board of Education

Disposition of Contract:

If the contract is refused, other candidates are then considered.

If the contract is accepted:

- a. the secretary in the Office of Human Resources notifies the director and the principal as appropriate.
- b. the contract is transmitted to the Finance Department for accounting purposes.

Contract Ratification:

Names of candidates who have accepted contracts are submitted to the School Board for final approval. The contract is not valid without School Board ratification.

Approved: 10-12-05