

	<p>RECRUITMENT & SELECTION OF STAFF</p>	<p>Policy No. 5000</p> <p>April 3, 2024</p> <p>Page 1 of 3</p>
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Responsible Governance

It is the policy of the School Board that staff recruitment and selection directly support the needs of the District by maintaining an unrelenting focus on continued improvement of the quality of teaching and learning within our schools. Staff shall be recruited in a timely manner and selected to support and strengthen the learning needs of our students. Decisions about hiring, assigning, or transferring staff are based on maximizing the selected skills of staff members within various District programs and schools. Applicable collective bargaining agreement language shall be followed when hiring, assigning, or transferring staff.

The Superintendent or their designee is authorized to develop hiring guidelines to ensure that federal, state, and local laws are followed when screening, interviewing, and hiring applicants. The District will provide screening and oversight to ensure that the most qualified candidates are referred to hiring teams. The District expects hiring teams to reflect the diversity of our schools and community. The Superintendent or their designee has the final authority for candidate selection. The School Board approves of all newly hired employees in the monthly personnel report.

The School Board recognizes that developing and extending the skills of current staff adds value to the organization and advocates that staff performing at an outstanding level be considered for leadership opportunities.

Creating Conditions for Student and Staff Success

It is the policy of the School Board that the employment of a diverse work force is desired, particularly in positions that have regular interactions with our diverse student population. For purposes of this policy diversity includes, but is not limited to, the classifications listed in Board Policy No. 5010, Nondiscrimination & Affirmative Action. The School Board encourages the District to pursue an innovative recruitment strategy in order to recruit a more diverse work force, and monitor and report on the numbers of recruits who are identified from a diverse range of backgrounds, cultures, and ethnicities.

Staff positions are approved by the School Board to support the District's comprehensive program of education. New positions are established by the Superintendent as needed. Selection of staff is based on which candidate is the most qualified for the position, and is made pursuant to the District's standard screening, interview, reference check process, collective bargaining agreements, and legal requirements.

Successful Applicant Requirements

In order to ensure student safety and comply with state legal requirements, prior to beginning employment with the District, an applicant who has received a job offer must:

- **Pass a criminal background check;** this includes being truthful in answers to questions regarding prior criminal charges on the District job application. An applicant's disclosure of past criminal charges will **not** prohibit them from employment with SPS, unless the prior charge or conviction falls within the types and timeframe listed in RCW 28A.400.322.
- **Submit a Washington State Sexual Misconduct Disclosure Release Form;** all applicants who previously worked for a Washington school district must sign a release of information on a Washington State Sexual Misconduct Disclosure Release Form. The District will review any documents or information returned in response to the Disclosure Release Form. A job offer may be rescinded, or employment terminated depending upon the documents or information returned.
- **Be cleared by the District's Rehire Process;** any applicant who was previously a District employee must be cleared by the District's rehire process, which examines past discipline and any previous restrictions placed on the employee prior to or during their end of employment.

Annual Review of Staffing Levels and Needs

On an annual basis, schools and departments shall review staffing levels as part of the budget process. The filling of individual positions is done with consideration of salary issues, budget parameters, collective bargaining agreements, and legal requirements.

Community Engagement and Outreach in Recruitment

To successfully recruit staff, the School Board supports efforts that actively and strategically market the District's strengths to possible candidates. The School Board supports communications to staff, professional associations, employee bargaining units, teacher and professional preparation programs in higher education, students, parents, and the larger community to inform them of the District's hiring needs, particularly for difficult-to-staff positions. The District is

committed to hiring those people best prepared and able to support the District's efforts to improve teaching and learning for all students.

Adopted: April 2012

Revised: April 2024; November 2021; February 2015

Cross Reference: Policy Nos. 0030; 5005; 5010; 5610

Related Superintendent Procedure:

Previous Policies: F01.00

Legal References: RCW 28A.400.300 Hiring and discharging employees — Written leave policies — Seniority and leave benefits of employees transferring between school districts and other educational employers; RCW 28A.400.322 Crimes against children—Crimes specified; RCW 28A.405.210 Conditions and contracts of employment — Determination of probable cause for non-renewal of contracts — nonrenewal due to enrollment decline or revenue loss - Notice — Opportunity for hearing; RCW 43.43.830 Background checks — Access to children or vulnerable persons - Definitions; RCW 43.43.832 Background checks — Disclosure of information — Sharing of criminal background information by health care facilities; RCW 49.44.200 Personal social networking accounts — Restrictions on employer access — Definitions; RCW 49.44.205 Violations of RCW 49.44.200 — Civil action — Remedies; Chapter 162-12 WAC Preemployment Inquiry Guide (Human Rights Commission); WAC 392-190-0591 Public school employment and contract practices — Nondiscrimination; P.L. 99-603 (IRCA) Immigration Reform and Control Act of 1986; Title 8 USC, Ch. 12 §1324a and §1324b

Management Resources: *WSSDA Policy & Legal News*, December 2014; *Moss Adams Prevention and Response to Employee and Contractor Perpetrated Student Safety Incidents Performance Audit*, October 2023