

Harrisburg School District	NEPN Code: GCD
Policy Manual	

PROFESSIONAL STAFF HIRING

All professional staff members of the District will be appointed by the Board upon the recommendation of the Superintendent.

The Superintendent will assure that all persons nominated for employment meet state certification requirements and the qualifications established for the particular position.

Interviewing and selection procedures will assure that the Principal or other Administrator to be directly responsible for the work of the staff member has an opportunity to aid in his selection; however, the final recommendation to the Board will be made by the Superintendent.

No candidates will be hired without a personal interview and reference checking.

All candidates will be considered on the basis of their merits, qualifications, and the needs of the district. In each instance, the Superintendent and others playing a role in the selection will seek to hire the best-qualified person for the job.

Upon approval by the Board, a newly hired staff member will receive a written contract to be signed by the staff member, Board President, and School District Business Manager.

Adopted:

Revised: