



Procedures for Hiring Personnel

Revised May 2015

The following guidelines apply for vacancies that occur in the school system:

- When a full-time vacancy occurs, the Office of Human Resources will post the position for 5 business days or longer if deemed necessary by the Director of Schools. Postings will be on the BCS website, and notices will be sent to employees via email and will be posted in each building by the principal. Each position will be posted with two applications: one for internal applicants and one for external applicants. In lieu of posting, part-time classified positions will be filled from the applicant pool.
- The principal/supervisor will begin the process of hiring school/department personnel by acquiring applications of qualified applicants to screen and interview. For certified teaching positions, the principal/supervisor should assemble a team of individuals to assist in the interview process. The principal/supervisor is also encouraged to utilize a team interview process for classified positions whenever possible.
- **Certified Positions:** The principal shall interview a minimum of 3 applicants (if available). If the candidate is currently teaching or has taught in the past, the principal should review the teacher's work history, evaluations, references, and student performance results.
- **Classified Positions:** The principal/supervisor shall interview a minimum of 3 applicants (if available).
- The principal/supervisor is responsible for checking references and work history.
- After the principal/supervisor has made a decision, the following applies:
 - **CERTIFIED POSITIONS:** The principal/supervisor shall email the Director of Schools and Assistant Director of Schools with a recommendation. The Director of Schools will accept or deny the recommendation and notify the principal/supervisor and Assistant Director of Schools via email. Once approved, the principal/supervisor may offer employment contingent on a satisfactory background check (if new to BCS) and submit an official hire sheet to the Office of Human Resources.
 - **CLASSIFIED POSITIONS:** The principal/supervisor may offer employment contingent on a satisfactory background check (if new to BCS) and submit an official hire sheet to the Office of Human Resources.
- Upon receipt of the hire sheet, the Office of Human Resources will contact the prospective employee regarding processing. After receiving a satisfactory background check and approval by the Director of Schools, the employee will be available for work.