

<b>Policy Number:</b> PER 001	<b>Title:</b> Hiring Policy
<b>Performance Standard:</b>	<b>Original Date:</b> 12/2006
<b>USD 418 BOE Policy:</b> GAAA, GBCA, GBCA-R GBD-R, GCD-R	<b>Policy Council Approval/Revision:</b> 12/2006 2/2018, 4/23 <b>BOE Approval:</b> 2/2018, 4/23

**POLICY:**

Staff vacancies for Early Childhood Positions will follow USD 418 BOE hiring policies and Head Start Regulations.

**PROCEDURE:**

1. Staff vacancies will be advertised by word of mouth, district web-sites, local news, Head Start web sites, or any combination of the above. Interested parties will be encouraged to fill out a USD 418 application. Applications can be found on-line.
2. Classified staff interviews will be conducted by a group of management staff and or USD 418 appropriate personnel. Certified staff interviews will be conducted by a group of management staff, teacher or family advocate when appropriate, and at least one parent or policy council member when available. Interview teams will make a recommendation to the Director who will share the recommendations with the USD 418 Board of Education for voting and approval.
3. USD 418 will conduct a KBI & Child abuse and neglect background checks for all early childhood staff. USD 418 employees including early childhood staff may not start employment until KBI background check is returned with desirable results.
4. New staff will be trained by the classroom staff as well as the management team. The management team will use the new staff orientation agenda to onboard new staff members. . New staff will sign the standard of conduct document.
5. With-in 90 days of employment new staff members will receive two coaching touch points and two check-ins.
6. All early childhood staff will have an annual performance evaluation as required by the Head Start standards. Classified educational staff members will be evaluated according to the following schedule:
  - a. First year and transferred staff: First evaluation at 60 days of employment. Second evaluation due before April 15th.
  - b. Second year and beyond evaluated once each year before April 15th.
7. All hirings, terminations, and resignations will be shared with the policy council and approved by USD 418 BOE.