

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

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 form. These forms can be found on-line or at the USD 418 Central Office.
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 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 checklist in order to be sure all areas are covered. New staff will sign standard of conduct document.
5. All early childhood staff will have an annual performance evaluation as required by the Head Start standards.
6. All hirings, terminations, and resignations will be shared with policy council and approved by USD 418 BOE.