

An Overview of the Site Based Staff Selection Process

1. Actual vacancies will be determined after School Budgets have been approved. Once budgets have been submitted, they then have to be approved which finally identifies the "actual" vacancies.
2. Vacancies within the building must first be offered to current staff (not to individuals who are place holding, student teachers, substitutes, or class size reduction teachers). If needed, Human Resources will assist with Building Seniority/Time in Building issues.
3. Human Resources will be contacted as to the remaining positions to be posted.
4. Staff selection team membership should be identified (ITLs shall be on the team; a PFT representative, and/or a designee, must be included, too, if not already one of the ITLs). If team members expect to be away after the school year ends, contact information should be kept current for all team members.
5. The staff selection team must determine which selection process will be used (based on number of applicants per vacancy) and will notify Human Resources: Option 1 or Option 2 of the Site-Based Staff Selection Process.
6. The staff selection team together will determine consistent questions to be asked if interviews are used. Rubrics are to be developed by the school. Theme questions and a sample rubric for scoring should be provided to each school's team.
7. Interviews are not to be scheduled during the work day.
8. It has been suggested that a "One Page" sheet be provided to the interviewees when they come for the interview. This "One Page" will include a brief description/summary of the school and information of the position that has been posted.
9. Prior to the start of the interview, each interviewee will be asked to self address an envelope for which a resulting response will be sent following the conclusion of the interviews.
10. Human Resources will contact the candidates in order of their selection.