

Personnel

General Personnel - Hiring Process and Criteria

General

The Superintendent or his/her designee is responsible for recruiting personnel, in compliance with School Board policy, and making hiring recommendations to the School Board. Educational Support Personnel applicants shall be initially screened by the Building Principal or the applicable supervisor. The District shall hire the best qualified personnel consistent with budget and staffing requirements, and shall comply with School Board policy on equal employment opportunities and minority recruitment. No individual will be employed who has been convicted of a criminal offense listed in Section 5/21-23a of The School Code. No substitute teacher will be employed without first presenting his or her certificate of authorization from the Regional Superintendent.

All applicants must complete a District employment application form in order to be considered for employment.

Job Descriptions

The Superintendent shall develop and maintain a current, comprehensive job description for each position, other than that of the Superintendent.

Orientation Program

The District's staff will provide an orientation program for new employees to acquaint them with the District's policies and procedures, their school's rules and regulations, and the responsibilities of their position.

Investigations

The Superintendent or designee shall ensure that a fingerprint-based criminal history records check and a check of the Statewide Sex Offender Database and Violent Offender Against Youth Database (when available) is performed on each applicant as required by State law. The Superintendent or designee shall notify an applicant if the applicant is identified in either database. The Board President will keep a conviction record confidential and share it only with the Superintendent, Regional Superintendent, State Superintendent, State Teacher Certification Board, or any other person necessary to the hiring decision.

The Superintendent or designee shall ensure that an applicant's credit history or report from a consumer reporting agency is used only when a satisfactory credit history is an established bona fide occupational requirement of a particular position.

Each newly hired employee must complete an Immigration and Naturalization Service Form as required by federal law.

The District retains the right to discharge any employee whose criminal background investigation reveals a conviction for committing or attempting to commit any of the offenses outlined in Section 5/21-23a of The School Code or who falsifies, or omits facts from, his or her employment application or other employment documents.

Physical Examination

New employees must furnish evidence of physical fitness to perform assigned duties, and freedom from communicable disease, including tuberculosis. All physical fitness examinations and tests for tuberculosis must be performed by a physician licensed in Illinois, or any other state, to practice medicine and surgery in any of its branches, or an advanced practice nurse who has a written collaborative agreement with a collaborating physician that authorizes the advanced practice nurse to perform health examinations, or a physician assistant who has been delegated the authority by his or her supervising physician to perform health examinations. The employee must have the physical examination and tuberculin test performed no more than 90 days before submitting evidence of it to the Board. The Board will pay the expenses of any such examination.

LEGAL REF.: Illinois School Code, Sec. 10-20.7, 5/10-21.4, 5/10-22.34, 5/10-22.34b, and 5/22-6.5 (105 ILCS 5/10-20.7, 5/10-21.4, 5/10-22.34, 5/10-22.34b, and 5/22-6.5); and Duldulao v. St. Mary of Nazareth Hospital, 483 N.E.2d 956 (1st Dist. 1985).

CROSS REF.: 3.50, 5.10, 5.40

Adopted: August 14, 1997
Revised: April 24, 2003
Revised: October 25, 2007
Revised: January 27, 2011