

Personnel

Professional Personnel - Recruitment and Hiring

The Superintendent shall be responsible for the recruitment and selection of personnel and for recommending the employment of all contract personnel to the Board of Education for final approval. In carrying out this responsibility, the Superintendent will utilize administrative and teaching staff members as needed. The District shall attempt to hire the best qualified personnel consistent with budget requirements, staffing patterns, and the organizational policies of the District.

The Board of Education shall approve the employment of all employees, upon the recommendation of the Superintendent, who shall provide the Board of Education with sufficient information to properly support his or her recommendation.

The following policy guidelines shall apply to the recruitment and selection of all personnel:

1. The Board of Education shall approve the creation of all professional and non-certificated staff positions in sufficient number to accomplish the School District's goals and objectives. The Board may thereafter amend, consolidate or discontinue positions in accordance with the needs of the District.
2. Before any new position is established, the Superintendent shall present for the Board's approval a job description for the position which specifies the job holder's qualifications, performance responsibilities and method of evaluation.
3. The Superintendent shall maintain comprehensive job descriptions of all positions in the School District.
4. Equal employment opportunities shall be provided to all persons regardless of race, color, religion, national origin, sex, sexual orientation, age, ancestry, marital status, physical or mental handicap unrelated to ability, being a victim of domestic or sexual violence, or unfavorable military discharge.
5. Employee selection shall be on a merit basis, the most qualified candidate being selected for each position.
6. All professional personnel employed shall meet or exceed all personal, training and experience qualifications as established by law.
7. All prospective employees shall submit an application on application forms provided by the District.

8. All applications shall be retained by the School District for a period of one year. At the applicant's request, the application may be reactivated after the expiration of the one year period.
9. All applications shall be made available for review by the Board of Education.
10. The Superintendent shall report to the Board of Education annually concerning the results of recruitment and employment of the professional staff.
11. The Superintendent shall establish appropriate recruitment and hiring procedures, as necessary.

LEGAL REF.: Illinois School Code, Sec.10-20.7, 10-21.4, 10-21.4a and 24-1 (105 ILCS 5/10-20.7, 5/10-21.4, 5/10-21.4a and 5/24-1).
Victims' Economic Security & Safety Act, PA 93-591.

Adopted: October 9, 1997
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