

**DODGELAND SCHOOL DISTRICT**  
**Board Policy Manual**

**533-Rule**

**PROFESSIONAL STAFF RECRUITING/HIRING PROCEDURES**

Professional Staff Recruitment

1. The district office shall initiate the posting of position opening(s). Such posting shall ensure compliance with applicable provisions of the employee handbook and established district procedures. Position notices shall be based on written, board approved job descriptions and shall include the essential functions of the position.
2. Administrators shall post open position notices on appropriate venues, such as bulletin boards and the district website.
3. The district office shall handle all employment application requests. Specifically, the office shall:
  - a. Respond to all employment inquiries and supply necessary application materials.
  - b. Maintain a file of applicants. Applications shall be retained for three years in accordance with the records retention schedule approved by the Board.
  - c. Request supporting data as needed including, but not limited to, the following:  
credentials, transcripts, resumes and references.
4. The district shall only accept employment applications when a vacancy exists or when the district requests applications for a future position.

Professional Staff Selection

1. Professional staff selection shall be initiated by the district office following posting of a position vacancy or addition.
2. Appropriate administrators shall screen completed candidate applications and select a minimum of five (5) candidates when available.
3. Appropriate administrators shall schedule interviews with selected candidates and shall be responsible for the following:
  - a. Conduct the wage benefit and general school district information portion of the interview with the assistance of the district office.
  - b. Recommend the top candidate to the District Administrator.
4. The District Administrator shall make final employment recommendations to the Board.
5. The District Administrator shall offer the employment contract to the selected candidate, following Board approval, and shall notify all interviewed candidates of the action taken.

Approved: January 20, 1997  
Revised (WASB): February 27, 2012