

Policy on Hiring of Personnel

The Dansville School District subscribes to the principles of fair employment practices, and those of the Equal Employment Opportunities Commission. The Board of Education shall comply with all Federal laws and regulations prohibiting discrimination and with all requirements and regulations of the U.S. Department of Education. It is the policy of the Board that no professional faculty member or staff member or candidates for a position in this District shall be discriminated against, on the basis of race, color, religion, national origin, age, sex, marital status, or handicap. No person shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to, discrimination in any program or activity for which the Board is responsible or for which it receives financial assistance from the U.S. Department of Education.

The Board of Education is the authorizing body for hiring of all personnel within the Dansville School District. The number of authorized positions shall not be changed without the approval of the Board of Education.

As a minimum, vacant or new positions shall be posted in the offices of the Elementary, Middle, High School and Superintendent's office or nearby bulletin boards. In addition, professional personnel vacant or new positions shall be advertised in at least three Michigan colleges or universities.

The Board of Education reserves the right of approval for all administrative positions, faculty positions, department heads, directors and head coaching positions.

The Board of Education will actively be involved in the interviewing of all administrators, and other personnel when in the sole discretion of the Board it serves the district interests. The Superintendent, administrative staff, and department heads will be actively involved in all other interviews and hiring procedures.

The Board of Education authorizes the Superintendent to hire, including entering into contracts, with perspective faculty when recruitment and procurement of faculty are in the best interests of the district and time does not permit authorization in a timely fashion at a scheduled board meeting.

The Board of Education authorizes the superintendent to accept letters of resignation and enter into separation agreements.

The Board of Education further authorizes the Superintendent to hire all other personnel for new or vacant positions, as authorized by the Board, with the exceptions of the above named positions. The Superintendent shall promptly inform the Board upon filling said positions.

The Board encourages that the following guidelines are used in the hiring of all personnel for Dansville Schools.

1. Advertisement of the vacancy or position to encourage a maximum number of applicants.
2. Comprehensive reference checks of past employers and references furnished by the candidate.
3. Screening of applicants through review of the application with demonstrated assessment of skills and abilities, when practicable.
4. Multiple interviews with more than one person interviewing the candidate.
5. Input from department colleagues to determine needed skills, abilities and competencies for the position, when practicable.

For example, but not as an inclusive list, the following attributes of a new staff or faculty member should be considered.

- A. Seek to balance segments of the department of individual building with diversity of skills, abilities and background.
- B. Flexibility in assignments for the future, outside of the current position requirements.
- C. Evidence of being a life long learner.
- D. Success in past endeavors.
- E. Encompass a philosophy of “Customer Service.”
- F. Availability, skills, knowledge for assignments in a K-12 system that meet student needs before, during and after school.

All applicants will be hired on the condition that they have successfully completed the criminal background check, unprofessional conduct check and other requirements of the State of Michigan or Federal government before hiring is confirmed.

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