

RECRUITMENT AND HIRING OF SUPPORT STAFF

HUM

3103

Policy overview: Provides guidelines for staff hiring

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Procedures for Recruitment & Hiring of Support Staff

Recruitment: The Governing Board shall establish and budget for positions in the school on the basis of need and the financial resources of the school. The board delegates recruiting authority to the Executive Director. In carrying out this responsibility, the Executive Director may involve administrators and other employees.

All vacancies shall be made known to the present staff. Anyone who believes himself qualified for a position may submit an application.

Hiring: The board shall approve the hiring of all employees. No staff member's employment is official until the contract or other document is signed by the candidate and approved by the board. The sequence of hiring is as follows:

- Conditional offer of employment to the candidate;
- Acceptance by the candidate;
- Contract or other appropriate document sent to the candidate and candidate's acceptance signified by a signed document returned to the school director; and
- Approval of the contract or other documents by the board.

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ADOPTED:	7/26/12
REPLACES:	9/6/07
SOURCE:	<i>Kawaikini Detailed Implementation Plan</i>
LEGAL BASIS:	
DOCUMENTS IMPACTED:	