

AR GCE-R Staff Recruitment

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The superintendent and/or his/her designee (chief human resource officer) will analyze each job vacancy prior to initiating the recruitment process in order to determine which recruitment strategies will be the most effective for the specific job vacancy. The superintendent may consider strategies which include the following:

- advertisements in local, state, and regional newspapers
- advertisements in professional publications
- advertisements with college and university placement services
- interviews with students enrolled in teacher education programs
- internal and external searches
- inquiries and referrals
- professional contacts with community organizations that promote the interest of minority groups
- publications and pamphlets
- special activities and events for prospective applicants
- audiovisual packages and recruiting programs
- internet and email

The administration will design and publish print and electronic materials that will be used in the effort to recruit quality individuals. These brochure communications will contain general information about the district, the educational programs, benefits, incentives, district schools, and student enrollment as well as the communities and county at large.

The superintendent and/or his/her designee will write and publish the job vacancy announcement/advertisement within the confines of the district's recruitment and/or employment policies and procedures.

The context of the job vacancy announcement/advertisement will be based primarily on the actual job description and/or criteria to be used in selecting the most qualified person for the position.

The announcement/advertisement will also include such information as:

- job title
- major job responsibilities
- location within the district
- how to apply for the position
- minimum qualifications
- deadline for receiving applications

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Richland County School District One