

Policy GCF Staff Hiring: Administrative and Instructional Support

Issued 11/18

It is the intent of the board through the superintendent to recruit, employ, and retain the highest quality staff without discrimination because of race, color, religion, national origin, sex (including pregnancy, childbirth, or related medical conditions), age, or disability.

The superintendent will make recommendations to the board for employment of administrative and instructional support staff. The superintendent will establish that all persons recommended for employment meet the qualifications established for that particular position. The chiefs, executive directors, directors, coordinators, principals, or other persons may be involved in the selection process at the discretion of the superintendent.

The board will make the final decision regarding the hiring of administrative and instructional support staff in the district. The district will not employ any candidate without an interview or a background check. The superintendent is authorized to establish administrative procedures for the planning and implementation of this policy.

Recruitment and Hiring

The office of human resource services is responsible for the implementation of recruitment and employment processes. Positions will be advertised using electronic media, social media, and print media. The normal posting period will be five days, with the possibility of extension should the need to do so be determined.

To anticipate staffing requirements, intent forms will be issued in January and staffing levels will be determined. Contracts to certified staff will be issued in compliance with state statute and district guidelines.

Candidates are **required** to submit an application, transcripts, three letters of reference, and all relevant documents required for teacher certification, if applicable. These documents would include a valid copy of state teacher licensure and mandated test results on the state-mandated assessment or PRAXIS.

Human resource services will maintain a record of available vacancies. Principals and appropriate administrative staff will have access to candidate documents and personnel files of current employees who seek another position within the district. The confidentiality of the personnel process must be maintained and employees involved in the recruitment and hiring process will be required to sign a confidentiality agreement.

Cf. GBEBDA*

Adopted 5/10/94; Revised 2/28/06, 10/13/09, 6/11/13, 4/25/17, 11/13/18; Reviewed 00/00/21

Legal References:

Federal Law:

Age Discrimination in Employment Act (ADEA), [29U.S.C.A.Section621](#), *et seq.*

Americans with Disabilities Act (ADA), [42U.S.C.A.Section12101](#), *et seq.*

Every Student Succeeds Act, [Pub.L.No.114-95](#) - Requisite teacher qualifications.

Genetic Information Nondiscrimination Act of 2008 (GINA), [42U.S.C.A.Section2000ff](#), *et seq.*

Illegal Immigration Reform and Immigrant Responsibility Act of 1996, [8U.S.C.A.Section274a.2](#) and [1324a](#).

Rehabilitation Act of 1973, Section 504, [29U.S.C.A.Section794](#).

Title VII of the Civil Rights Act of 1964, [42U.S.C.A.Section2000e](#), *et seq.*

Title IX of the Education Amendments of 1972, [20U.S.C.A.Sections1681](#), *et seq.*

Uniformed Services Employment and Reemployment Act of 1994, [38U.S.C.A.Section4301](#), *et seq.*

S. C. Code, 1976, as amended:

[Section1-1-550](#) - School districts required to give employment preference to honorably discharged veterans.

[Section1-13-30](#) - Definitions.

[Section16-3-755](#) - Sexual battery with a student.

[Section59-1-510](#) - Guidelines and regulations for recruitment and hiring staff in professional areas.

[Section59-1-520](#) - Intervention by South Carolina Department of Education for non-compliance.

[Section59-18-1300](#) - Principals should be actively involved in the selection, discipline, and dismissal of personnel in their particular school.

[Section59-19-80](#) - Requirements as to purchases and teacher employment (teaching contracts to be issued in public meeting).

[Section59-25-410](#) - Notification of employment for ensuing year; notification of assignment.

State Board of Education Regulations:

[R-43-205](#) - Administrative and professional personnel qualifications, duties, and workloads.

Richland County School District One