

AR GCF-R Staff Hiring: Administrative and Instructional Support

Issued 11/18-00/21

The district is an equal opportunity employer and gives consideration to all applicants meeting established criteria. Experience, training, demonstrated effectiveness, and certification are among the criteria for determining promotions and appointments.

The following administrative positions will be hired under the terms of the policy and this administrative rule and will be recommended by the superintendent and approved by the board:

- chief of staff
- chief of teaching and learning
- chief human resources officer
- chief financial officer
- chief operating officer
- executive director
- director
- principal
- assistant principal
- coordinator

The instructional support position of consultant will be hired under the terms of this policy and administrative rule.

The superintendent reserves the right to assign or make administrative transfers of employees. These procedures do not apply to administrative transfers or reassignments made at the discretion of the superintendent.

When deemed to be in the best interest of the district, the superintendent may recommend an employee to serve in an acting or interim capacity until a permanent appointment is made. Acting or interim appointments may be made when an immediate appointment is necessary, for instances, such as when it is determined by the superintendent that a formal selection process is not immediately feasible or when an unforeseen circumstance(s) create(s) an immediate need for the placement of an interim appointment.

The superintendent will ensure that all state and federal laws are enforced as they relate to the recruitment and hiring process of administrative and instructional support staff.

The district will obtain a criminal record history check on all new employees from the State Law Enforcement Division (SLED) prior to his/her initial employment. Background checks will include, but not be limited to, SLED, and Surveillance, Resources, and Investigations (SRI), Department of Social Services Child Abuse and Neglect Registry, national sex offender, and web-based networking systems. Background checks may also be conducted randomly on current employees being recommended to the board by the superintendent for a promotion or appointment to administrative or certified instructional support positions in the district.

Under the Illegal Immigration Reform Act, public employees - including school districts - must, beginning January 1, 2009, register and participate in the federal work authorization program (the E-Verify program) to verify the employment authorization of all new employees.

The Immigration Reform and Control Act of 1986 (P.L.99-603) prohibits employers from hiring aliens not legally eligible to work in the United States. It requires all new employees to present evidence of employment eligibility and requires employers to verify that eligibility. Newly hired employees must complete the form no later than three days following their first working day or at the first possible orientation, whichever comes first.

Selection Process

Administrative positions (excluding principals, assistant principals, and coordinators)

The superintendent will recommend candidates for the positions of chiefs (teaching and learning, human resources, finance, and operations), executive directors, directors, coordinators, and consultants. The appointment must be confirmed by the board.

Principals

Candidates who have or who are eligible for State Department licensure are eligible for principal positions in the district.

The superintendent will make the final selection and recommendation to the board.

Assistant principals

All candidates who are interested in becoming an assistant principal must possess or be eligible for licensure with the South Carolina State Department of Education.

Principals, the assigned executive director, and designated district administrators will be involved in the selection process.

The superintendent will make the final selection and recommendation to the board.

General Provisions

All applicants will be informed at the conclusion of the selection process that the position has been filled.

If, at any point in the review process, appropriate candidates do not emerge, the position may be re-advertised. The superintendent reserves the right to recommend an acting or interim appointment for administrative positions in the district.

Cf. GBEBDA

Issued 5/10/94; Revised 4/26/06, 10/13/09, 6/11/13, 4/25/17, 11/13/17, 00/00/21

Richland County School District One