

# Dover-Eyota Public Schools Policy 499

Adopted 5/14/2007  
Totally revised  
8/2011

## 499 HIRING POLICY

### I. PURPOSE

The purpose of this policy is to identify the responsibility and protocol for the task of hiring new and replacement employees within the school district.

### II. GENERAL STATEMENT OF POLICY

It is the goal of the Board of Education to consistently hire the best available candidate for any and all positions of employment within the school district. In doing so, it shall be the practice of the Dover-Eyota School District to form interview committees to gain multiple perspectives on a field of candidates, while assigning final authority for selection to a specific group or individual.

### III. PROCEDURES

- A. It is the school district's policy to provide equal employment opportunity for all applicants and employees. The school district shall not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation, age, family care leave status or veteran status. The school district shall also make reasonable accommodations for disabled employees.
- B. All hiring practices and selections shall be subject to State and Federal licensing and certification requirements, as well as the stipulations of Policy #405 - Veteran's Preference.
- C. The Board of Education shall have final authority over all new hires of the School District. The approval of all new hires shall be contingent upon a satisfactory Criminal Background Check as specified in Policy #404.
- D. Recommendations for hire shall be brought to the Board of Education as per the following assignment of responsibility:
  1. Superintendent of Schools – The School Board Chair shall initiate and oversee the process of hiring the Superintendent of Schools, working with the full Board of Education to establish the process and timelines. One or more interview committees, formed under the direction of the Board of Education, shall participate in the process as established by the Board, and provide feedback on the candidates to the Board of Education. The Board of Education shall ultimately select a candidate for hire by a majority vote of all members.
  2. Principal/Curriculum Director – The Superintendent shall initiate and oversee the process of hiring the Principals and Curriculum Director. A committee comprised of appropriate staff members as chosen by the Superintendent, at least one Board Member, and at least one member of the community, shall be formed to complete the process and provide feedback to the Superintendent, who shall have final authority to recommend a candidate for hire to the Board of Education.
  3. Directors of Activities, Community Education, Transportation, Buildings, Food Service, Finance, Technology and the Administrative Assistant to the Superintendent – The Superintendent shall initiate and oversee the process of hiring the positions named above. A committee comprised of appropriate staff members as chosen by the Superintendent shall be formed to complete the process and provide feedback to the Superintendent, who shall have final authority to recommend a candidate for hire to the Board of Education.
  4. Head Coaches – The Activities Director shall initiate and oversee the process of hiring head coaches. A committee comprised of other coaches as chosen by the Activities Director shall be formed to complete the process and provide feedback to the Activities Director, who shall have final authority to recommend a candidate for hire to the Superintendent.

5. All Other Employees – The Department Supervisor shall initiate and oversee the process for hiring of all staff members under their supervision and responsibility. A committee comprised of other staff members chosen by the Department Supervisor shall be formed to complete the process and provide feedback to the Department Supervisor, who shall have final authority to recommend a candidate for hire to the Superintendent. Depending on various factors (i.e. number/level of applicants, time constraints, internal assignment, etc.), the authorized staff member may occasionally determine a candidate for hire without the formation of a committee.
- E. Candidate criteria and expectations shall be established in advance by the authorized staff member and/or committee members as deemed appropriate. The authorized staff member shall conduct reference verification and recommendations for any candidate being seriously considered for hire.
- F. Positions shall be posted in one, two or all three of the following manners as deemed appropriate by the Superintendent:
  1. Internally – a specified location in each district building
  2. Locally – district website, the *Eagle*, and other newspapers as deemed appropriate
  3. Publicly – online job sites

Cross References:

Dover-Eyota Public Schools Policy 404 (Employment Background Checks)  
Dover-Eyota Public Schools Policy 405 (Veteran’s Preference)