

CERTIFIED STAFF HIRING

Through its employment policies, the Board will endeavor to attract, secure and hold the highest qualified personnel for all certified positions.

It is the responsibility of the Superintendent, or his/her designee, to determine District personnel needs and to locate suitable candidates to recommend for employment by the Board.

It will be the duty of the Superintendent, or his/her designee, to see that persons recommended for employment in the schools meet all certification requirements and Board requirements for the type of position for which the recommendation is made. Since all District schools are accredited by the AdvancED, persons recommended for employment must also meet AdvancED requirements for the position.

The following guidelines will be used in the selection of personnel:

1. The Superintendent, or his/her designee, will establish a standard employee selection process. The process will comply with Policy 3117 Nepotism and shall be followed whenever a new employee is hired.
2. Interviewing and selection procedures will assure that the administrator who will be directly responsible for the work of a staff member is offered an opportunity to aid in the selection; however, the final selection must be made or approved by the Superintendent, or his/her designee.
3. A committee representative of constituent groups, including a combination of administrator(s), teachers, and parents will conduct interviews. When forming this committee, the makeup of its members must meet the expectations of Board Policy 3110 Conflict of Interest. Relatives of the employment candidate shall not serve on the interview committee.
4. No candidate will be offered a position without first passing a pre-employment drug test.
5. No candidate will be hired without a personal interview(s), including an interview with the Assistant Superintendent for Administrative Services. References will be checked. A criminal history record and fingerprint check must be requested from the State Police and the Federal Bureau of Investigation (FBI) on all prospective certified employees.
 - a. Applicants who have been repeat offenders or who have been found guilty of any kind of physical abuse (domestic violence, assault and battery, etc.), weapons violations, crimes involving children, sexual

crimes, and/or felony shall not be considered for employment in the District.

- b. When considering a drug conviction, the following will be taken into account: the time in the applicant's life when the offense took place, how long ago it took place, the drug involved, the amount of drug involved, whether the conviction was possession or distribution, etc.
 - c. Prior to offering the position, the Assistant Superintendent for Administrative Services will consult with both the applicant's potential administrative supervisor and the Superintendent if the applicant's criminal background check reveals more than one criminal incident.
6. All legally required documents, including an Internet Criminal History Access Tool (ICHAT) check, must be completed before presenting the prospective employee to the Board for its approval. However, the employment offer is not final until the District has received results of the fingerprint criminal history check.

All candidates will be considered on the basis of their merits, qualifications and the District needs. In each instance, the Superintendent and others playing a role in the selection will seek to hire the best-qualified person for the job.

While the Board may accept or reject a recommendation, an appointment will be valid only if made with the recommendation of the Superintendent, or his/her designee. In the case of a rejection, it is the duty of the Superintendent, or his/her designee, to make another recommendation.

Relatives of Board members, the Superintendent, or Assistant Superintendents may be employed by the Board only as provided for by Policy 3117 Nepotism.

Applications for employment will not be accepted from any current District Board member. If a Board member wishes to apply for a position, his/her resignation must be accepted by the Board prior to submitting an application.

Any professional staff member's intentional misstatement of fact or omission material to his/her qualifications for employment or the determination of salary shall be considered by this Board to constitute grounds for dismissal.

The temporary employment of professional staff members prior to approval by the Board is authorized when their employment is required to maintain continuity in the educational program. Employment shall be recommended to the Board at the next regular meeting.

A person who is employed as an administrator is not required to have a school administrator's certificate issued by the Department of Education but must confirm

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that s/he has met or is in the process of fulfilling the educational requirements for school administrators established by the State Board of Education.

Prior to hiring an applicant, the Assistant Superintendent for Administrative Services shall request, from the applicant's current and/or previous employer, any files relating to unprofessional conduct in which the applicant engaged.

*Adopted June 21, 1993
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