

WARREN COUNTY SCHOOL DISTRICT Hiring Procedures for Permanent Staff

The hiring process begins with the notification of a vacancy or open position and ends with the new employee orientation. The hiring process is the responsibility of the Office of Human Resources.

1. Director of Human Resources becomes aware of staffing needs in a department:
 - a. Resignation
 - b. Retirement
 - c. Other

2. Administrator notifies the Office of Human Resources of the position that needs to be posted. All positions will be posted in accordance with employment contracts and agreements. Also, internal candidates will be considered before interviews in accordance with employment contracts and agreements. All applications are to be sent to the Office of Human Resources for initial screening of required skills and qualifications. Interviews will NOT be scheduled with a candidate whose application packet has not gone through the Office of Human Resources.

3. The Office of Human Resources will post positions by any one or a combination of the following:
 - a. School bulletin boards
 - b. District website
 - c. Newspapers
 - d. Educational Organization bulletins and publications
 - e. Information Legislative Update (ILS)
 - f. PaEducator.net
 - g. Teaching in PA Schools (TIPS)
 - h. Employment Guide
 - i. NYPAhelpwanted.com

4. Administrators may request assistance from the Office of Human Resources in downloading applications of qualified personnel from www.paeducator.net.

5. Applicants are entered into Applicant Tracker. When all required materials are received, an email will be sent to the applicant confirming receipt of a completed file.

6. Supervisor/Administrator will receive an application packet from the Office of Human Resources to review. No applications will leave the Office of Human Resources.

a. Supervisor/Administrator will select candidates for initial interview and will select members of an interview team. Interview teams should consist of a combination of the following:

➤ Superintendent Interviews:

- Board Members
- Community Members
- Director of Human Resources
- Administrator Representative

➤ Administrator Interviews:

- Board Members
- Superintendent
- Director of Human Resources
- Administrator Representative

➤ Professional Interviews:

- Principal
- Department Head
- Teacher Representative
- Special Education Department Representative
- Administrator Representative
- Director of Human Resources (optional)
- Superintendent (optional)

➤ Support Interviews:

- Principal/Administrator
- Contracted Service Representative (when applicable)
- Department Representative
- Department Supervisor

Supervisor/Administrator will notify the Office of Human Resources with a list of the members of the interview team.

Any member of the Board of Directors may observe any interview. Packets containing candidate information will be available for those observing.

7. The Office of Human Resources schedules interview appointments for professional staff and administrators. Support staff interviews will be scheduled by the supervisor/administrator or designee. The supervisor/administrator will notify the Office of Human Resources with the support staff interview schedule. The Office of Human Resources will make sure applications include the following:

- a. Copy of teaching certificate (if applicable)
- b. Valid Pennsylvania Criminal Record Check (Act 34)
- c. Valid Pennsylvania Child Abuse History Clearance (Act 151)
- d. Valid Federal Criminal History (FBI – Act 114)

If applications lack any of the above items, the Office of Human Resources will contact the applicant informing them that they will be expected to supply these items at or before the interview.

8. For professional/administrator interviews: The Office of Human Resources will prepare forms and packets for the interview team members and schedule teams to meet at least 30 minutes prior to the first scheduled interview to review documents. Interview team packets for professional positions will include the following:
 - a. Candidate Applications (will include a minimum of):
 - Cover letter
 - Resume
 - Standard PA teaching application
 - PA teaching certificate (if applicable)
 - Clearances (3)
 - Letters of Reference (3)
 - Transcripts
 - b. Interview protocol
 - c. Job description
 - d. Questions for candidates (the same questions will be asked of all candidates – refer to interview protocol)
 - e. Evaluation forms
 - f. Demo lesson guide/writing sample prompt
9. The interview team facilitator (supervisor/administrator) will document deliberation among interview team. All documentation from the interview will be returned to the Office of Human Resources.
10. The team facilitator or designee will contact references. Documentation of reference inquiries will be made on the “Reference Check Form” and returned to the Office of Human Resources.
11. The Office of Human Resources will schedule a second interview with the recommended candidate. The Director of Human Resources will make an offer of employment (if applicable) and discuss wages, benefits, and terms of employment. Remember, we do NOT hire; we recommend to the Board for approval. The candidate is not an employee until the Board approves him/her.
12. After an offer of employment, the candidate will be given employment paperwork by the Office of Human Resources. The candidate will have 30 days from the date of hire to complete and return all employment paperwork to the Office of Human Resources or forfeit his/her rights to employment. The candidate will also meet with the benefits specialist concerning other benefits. A new teacher orientation will be scheduled before the beginning of the school year for all teachers hired over the summer. Any professional staff hired at any other time will be given orientation materials when they complete

employment paperwork. All support staff will receive an orientation in their assigned building.

13. Upon approval by the Board, the Office of Human Resources will contact the other applicants to inform them of the hiring decision.
14. All interview materials will be kept on file in the Office of Human Resources for a period of 2 years.
15. The Superintendent or his/her designee is authorized to grant temporary approval for a professional candidate whose recommendation is received too late for the Board of School Directors to act prior to the start of the school year or during the school year when a position needs to be filled immediately. The Board President and the Chair of the Personnel/Athletics and Co-Curricular Activities Committee will be notified immediately concerning the recommendation. The full Board will be asked to act upon that recommendation at the earliest opportunity.