

## GREENE COUNTY SCHOOLS EMPLOYMENT HIRING PROCEDURES

1. **Principal/Supervisor completes the Personal Requisition (Form GCSP-1) and submits to the Personnel Office as soon as there is an approved vacancy or a new position added at the school or department.**
2. **The position is posted.**

Information regarding vacant positions will be posted at the Central Office, on the Greene County Schools website, and in all the schools (during the school year). The posting will include a deadline for receiving applications. **Certified** positions may be posted with local universities, in local and area newspapers, and on other internet sites. **Classified** positions will be advertised in the local newspaper as appropriate during the school year and the summer months.
3. **The principal and/or supervisor will review applications for the position.**

The principal and/or supervisor will review, screen, and rank selected certified applications according to educational training, scholastic record, experience, and other pertinent information. A pool of interview candidates will be identified. (Form GCSP-2) In system applications will be considered for any open position. **Classified applications** (in system and out of system) will be screened and candidates to interview will be selected.
4. **References forms are reviewed and checked by the principal and/or the supervisor.**

Final interview candidates will be selected.
5. **An interview team is identified by the principal and supervisor. Candidates are interviewed and a recommendation for the position is made.**

The interview team can include school personnel, Central Office personnel, and parents if the principal so chooses. The Principal or the Supervisor will serve as chairperson of the interview team. The designated supervisor will be included in the classified interviews.
6. **The Principal/Supervisor completes the Interview Summary and Recommendation Form, attaches all supporting documentation, and submits to the Personnel Director.**
7. **The Interview Summary and Recommendation Form is forwarded to the Director of Schools for consideration.**
8. **If the Director of Schools approves the recommendation, the applicants are informed of the interview selection recommendation.** The applicant recommended for the position is informed that employment is not official until all background checks are completed with satisfactory results and all licensure requirements are verified.
9. **The child abuse background check will be completed at this time.**

- 10. An official letter, phone call, or e-mail is sent to the recommended candidate asking for a response to whether or not they will accept the position offered.**

If the candidate declines, the process may start over or the interview team may recommend another candidate from the interview list.

- 11. Employment orientation is scheduled with appropriate Central Office staff.**

Employment orientation is scheduled before the start date of each school year for all new staff members. Orientation for staff members employed after the beginning of the school year will be scheduled on an individual basis.

- 12. Except in emergency situations or with approval of the director of schools, new employees should not begin work until all employment procedures are completed or in progress.** All procedures should be completed or in progress within 5 days of beginning work.

- 13. Physical examinations are required of all employees and must be completed immediately.** The employee will receive information regarding the approved site for the physical examination which is provided at no expense to the employee. New employees failing to complete any requirement will have their paycheck withheld until they do so.

- 14. If a certified vacancy occurs during the school year, the director of schools will determine the process used to fill the position with an interim teacher.**

- 15. Classified vacancies that may occur during the school year will be advertised and interviews will be scheduled.**