

## **GCE—Certified Staff Recruiting**

### **Staff Recruitment**

The quality of the educational program is dependent upon the employment and retention of high caliber personnel. All employees share a common responsibility for the recruitment of the type of staff needed. They are expected to help in every way possible and specifically by making the Administrator aware of outstanding prospects at every opportunity.

Staff recruitment is the responsibility of the Administrator. He/she may request the assistance of other staff as needed.

### **Sound Recruiting Principles**

The Board and administrative personnel realize that a sound educational system cannot be built and maintained without definite objectives for recruitment of personnel; therefore, the Board establishes the following ideals to buttress the process of recruitment:

- First consideration will be given to those applicants seeking permanent rather than temporary employment.
- The Administrator shall ensure a thorough check is made of the candidate's prior record, prior to nomination to the board.
- All professional staff selected for employment must be nominated by the Administrator and approved by the board.
- In selecting nominees for professional positions, the Administrator, after considering recommendations of subordinates, will be guided by professional qualifications and credentials, including state certification or ability to be certified; successful teaching experience; specific requirements of position; and budget considerations.
- Every prospective employee will be given the reason for the vacancy he or she is applying to fill including, but not limited to, injury or illness, new position, resignation, retirement, sabbatical and leave of absence. The duration of employment expected to result from illness, injury or leave of absence will be communicated to the prospective employee.

Every prospective employee, irrespective of the specific vacancy leading to his/her employment, will be notified of supervision and performance evaluation procedures and state laws and regulations relative to contract renewal and non-renewal.