

## HIRING PROCESS AND CRITERIA

The Bonneville Joint School District No. 93 Board of Trustees has the legal responsibility of hiring all employees. The Board assigns to the Superintendent/designee the process of recruiting staff personnel. To aid in selecting quality staff members, qualifications, training, experience, personality, character, and ability to relate well with students, staff, and patrons will be considered. Every effort will be exerted to maintain wide diversity in staff experience and educational preparation.

### Guidelines

#### Non-Discrimination

1. There will be no discrimination in the hiring process as described in policy #5030 Equal Employment Opportunity and Nondiscrimination and pursuant to Idaho and Federal statutes.
2. Equal treatment of individuals in recruitment, employment, training, promotion, and other personnel practices will be ensured.

#### Preferences

1. The best qualified candidate, as determined by the administrator, will be selected for each position without regard to race, religion, sex, age, national origin, disability or place of residence.
2. Recommendations will be considered for each candidate.
3. Pursuant to Idaho Code 65-505, the District will observe preference for veterans and disabled veterans when considering hiring employees to fill vacancies.

#### Requirements for Certified Position Applicants

1. All certified applicants must obtain the appropriate Idaho certification with endorsements in the content area for which they are applying.
2. All certified applicants shall provide a copy of an official transcript showing the matriculation date and degree(s).
3. All certified applicants shall provide a copy of their Idaho Certificate. (See Policy #5015 Certified Provisions for Employment and Idaho Code 33-1201 Certificate required).

#### Requirements for Classified Position Applicants

1. All applicants shall meet the minimum requirements set forth in the District Job Description for the vacant position.
2. All instructional classified candidates shall offer evidence of Highly Qualified status by providing a high school diploma or equivalency and one of the following:
  - a. Evidence of a qualifying score of 460 or higher on the ETS Para Pro Assessment Test, or
  - b. A copy of an official transcript verifying completion of at least thirty-two (32) college credits.

**Extra Duty Assignments**

Vacant positions may be posted or filled by assignment as deemed appropriate by the administrator/designee.

**Requirements for Individuals Selected for Employment**

1. Certified personnel selected for employment shall be recommended for hire by the building principal/designee.
2. All personnel selected for employment shall:
  - a. Submit to a criminal history check pursuant to Idaho Code 33-130 (see policy #5020 Criminal History and Background Checks).
  - b. Comply with Idaho Code 33-1210 Information on past job performance.
  - c. Meet final Board approval pursuant to Idaho Code 33-513 Professional personnel.

**DEFINITION**

**Administrator:** shall refer to the building principal and the director, coordinator, or supervisor over the different departments in the District.

**Extra Duty Assignments:** refers to an assignment that is not part of an employee's regular duties for which they have been hired.

Adopted	04-09-1986	Reviewed	03-11-2020	Revised	04-12-1995
					10-29-1998
					04-14-1999
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## PERSONNEL

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04-08-2015

04-11-2018

Cross Reference: Certified Staff Provisions for Employment #5015  
Certified Personnel Reemployment #5017  
Criminal History/Background Checks #5020  
Equal Employment Opportunity and Non-Discrimination #5030  
Employment Contracts #5060  
Reduction in Force #5830

Legal Reference: Idaho Code 33-130 Criminal history checks for school district employees or applicants for certificates or individuals having contact with students –  
Statewide list of substitute teachers  
Idaho Code §33-512 Governance of schools  
Idaho Code § 33-513 Professional personnel  
Idaho Code § 33-1201 Certificate required  
Idaho Code § 33-1210 Information on past job performance  
Idaho Code § 65-501 *et seq.* Rights and Privileges of Veterans  
Public Law § 114-95 Every Student Succeed Act 2015  
IDAPA 21.01.06 Rules for the Enforcement of the Veteran's Preference in Public Employment