

PROFESSIONAL STAFF HIRING

The Superintendent determines the personnel needs of the Huber Heights City School District and recommends to the Board of Education qualified candidates for employment. Through recruiting and evaluation procedures, the Superintendent recruits and recommends to the Board the employment and retention of personnel.

It is the duty of the Superintendent and the Director of Personnel to see that persons nominated for employment in the schools meet all certification/licensure requirements and the requirements of the Board for the type of position for which the nomination is made.

A candidate for a position in the school district shall provide information and documents required by the Superintendent prior to nomination to a position in the school district. Falsification of information or credentials by a candidate for employment who is subsequently employed by the Board shall be grounds for termination of the employee's contract.

The following guidelines are used in the selection of personnel:

1. There is no unlawful discrimination in the hiring process.
2. The quality of instruction is enhanced by a staff with widely varied backgrounds, educational preparation, and previous experience. Concerted efforts are made to maintain a variation in the staff.
3. Interviewing and selection procedures ensure that the administrator who is directly responsible for the work of a staff member has an opportunity to aid in the selection process. The final recommendation to the Board is made by the Superintendent.
4. No candidate is hired without an interview and a criminal record check.
5. All candidates are considered on the basis of their merits, qualification, and the needs of the district. In each instance, the Superintendent and others having a role in the selection process seek to recommend the best-qualified applicant for the job.

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

Between Board meetings, the Superintendent may appoint temporary replacement personnel who shall be subject to approval by the Board at its next regular meeting.

Certificated employees are responsible for maintaining a valid certificate for their positions for the current school year. Failure to record with the Board evidence of a valid, current certificate shall be grounds for termination of the employee's contract.

Employment of Retired Administrators

The Board recognizes that recruiting and retaining highly qualified administrative personnel has become increasingly difficult in Ohio's competitive marketplace. Therefore, the Board will, under appropriate circumstances, offer to enter into administrative employment agreements with qualified retired administrators whenever practical and when such action appears to be in the best interest of the district. Retired administrators may be employed as administrators on a part-time or full-time basis.

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For purposes of this policy, a "retired administrator" is an individual who has retired pursuant to STRS or SERS rules and regulations.

Rehiring of Retirees

If an employee is retiring and seeks re-employment in the same position, then notice must be given 60 days prior to the date re-employment is to begin. The notice must state that the person is or will be retired and is seeking re-employment in the district. The notice must include the time, date, and location of a public meeting which must take place 15 to 30 days prior to employment.

Adopted by Board: May 29, 1980

Adopted by Board: March 18, 2004