

SMYRNA SCHOOL DISTRICT

District Policy

Article: 4000 Personnel

Title: Procedures for Personnel Vacancies

Policy #: 4112R

In order to provide for a thorough, consistent and professional means of handling vacancies, the following procedures must be followed:

Building Principals/Supervisors shall:

1. Define staffing needs.
2. Monitor the building unit count making sure the building is appropriately staffed and in compliance with State Guidelines.
3. Notify Central Office of the vacancy and submit specific desired qualifications for the position.
4. Recommend a closing date. This date should allow adequate time for advertising and the collecting of applications. The date should also allow ample time for interviewing and decision-making.
5. Paper screen all completed applications (which shall include all qualified local candidates) after the closing date, using the desired qualifications as the criteria.
6. Complete an interview form for each candidate interviewed. A Central Office administrator or designee will assist principals with the interviews. The principal/supervisor may have other key people on an interviewing committee (diverse group if possible - male and female; no less than three: department chair, key teachers, etc.).
7. Schedule all interviews.
8. Verify that selected candidate meets state certification requirements and perform background check.
9. Recommend the top candidate who should meet with the superintendent prior to the recommendation for hire. Schedule interview with the superintendent or designee.

The Central Office shall:

1. Post and advertise all positions
2. Mail and collect all applications and support material such as:
 - a. Transcripts (unofficial)
 - b. Copy of Certification
 - c. Resume'
 - d. References
 - e. Placement Credentials
3. Information to be provided by successful applicant:
 - a. Applicant must provide proof of compliance with Senate Bill No. 210, which establishes criminal background checks for public school related employment, effective July 1, 1994.
 - b. Applicant must file, with the Central Office, a notarized affidavit (see attached copy) attesting to acceptable criminal history pending official state and federal criminal record report.

The notarized affidavit states that the applicant has:

 - never been convicted of any crime against a child in this state or any other jurisdiction, and
 - not been convicted of any felony and not been convicted of manufacturing, delivery or possession, or possession with intent to deliver a controlled substance or a counterfeit controlled substance classified in Schedule I, II, III, IV, or V of the Delaware Code, Title 16, Chapter 47, in this state or any other jurisdiction within the past five years.
4. Notify all candidates within 24 hours of their final status, pending Board approval, after the selection process has been completed.