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BURLINGTON SCHOOL DISTRICT PROCEDURE

PROCEDURE CODE PG2.2P: HIRING PROCEDURE - Principals, Directors, and Executive Directors

Summary

This procedure outlines and clarifies the steps to the hiring process for Principals, Directors, and above, both interim and permanent, for Burlington School District, encompassing the candidate, supervisor, and Human Resources roles.

Posting a Position

1. When a position becomes vacant, HR is notified by a Letter of Resignation/Notification of Vacancy from the principal.
2. Human Resources applies the appropriate job description and posts the position.

Posting a Position when an Interim is Applying

1. When the open position has been filled by an interim principal, the position may be posted internally first, without an external posting. This decision is at the discretion of the Superintendent.
   a. HR will help form a Search Advisory Team with Superintendent approval.
   b. The Advisory Team will interview the internal candidate, conduct a survey of stakeholders, and decide if the candidate should move forward with final approval from the Superintendent.
      i. If the Superintendent approves the recommendation, it is moved forward to the board for approval.
      ii. If the Superintendent does not approve the recommendation, the procedure continues with an open external search inclusive of internal and external candidates.

Interview/Hiring Process - External Applicants

1. Hiring supervisor reviews candidate documents via Applicant Tracking in TalentEd.
2. Schedule and conduct interviews with the Search Advisory Team.
   a. Search Advisory Team for principals must include students, teachers, and family members who represent the school community.
   b. Search Advisory Team for directors and executive directors must include members of the staff but do not need to include parents or students.
   c. All Search Advisory Team members must complete Cultural Competence and Anti-Bias Training and sign a confidentiality agreement.
      i. Check with HR to confirm completion of these tasks.
   d. Interview questions must be consistent across applicant pools.
3. Upload interview notes to Applicant Tracking for each applicant that has been interviewed.
4. Once the hiring committee agrees on the candidates to move forward, the candidates will be sent to the Superintendent.
   a. Superintendent will interview candidates.
   b. The Superintendent will make a recommendation to the board.
      i. Per Board Policy Title: 2.2. Hiring and Treatment of Staff, the following information must be provided to the Board a minimum of five business days prior to seeking the Board's approval of the hire:
         1. The posted job description/specification.
         2. Resume or CV of the recommended hire.

3. Summary of the candidate pool.
4. Listing of the candidates who made the final round of consideration and a summary of each candidate.
5. Listing of who interviewed the candidates.
6. Rationale for the selection of the recommended hire.
7. Any other information that is pertinent to the Board's deliberation or decision to approve the hire.
8. The communication plan for after the hiring is finalized.
    ii. Board must approve director and executive director positions - both interim and permanent.
5. Once the candidate is approved by the School Board, the Hiring Supervisor completes the "Recommend to Hire" information in TalentEd.
    a. Located under the interview tab and linked to the appropriate Job Posting.
    b. Please provide as much information as possible in the form.
6. HR completes the hire and sends out the Offer Letter/Welcome Letter
    a. This includes: Salary/rate of pay, benefit eligibility, hours/day
        i. No salaries should be discussed with candidates. Hiring managers are able to share the salary scale for the appropriate bargaining unit, and HR determines all salaries to ensure equity and alignment with the CBA.
        ii. Only the Superintendent can approve a salary adjustment outside of the constraints of the applicable CBA.

Final Steps Before External Employee Can Begin Work

1. Background Check
    a. All new employees are required to complete a Background check.
    b. Must be fingerprinted by an authorized police station - fingerprint receipt returned to HR.
    c. All new employees are required to complete the Onboarding Checklist in TalentED.
    d. All tasks must be completed prior to the start date (see "Clear to Start" section below).
2. Clear to Start
    a. Employees must complete the Onboarding Checklist on TalentED.
    b. Employee returns fingerprint receipt to HR.
    c. HR communicates that the employee has completed their Onboarding Checklist.
    d. HR communicates to the Hiring Supervisor permission to give the new staff member a start date.
    e. After confirming with the new employee, supervisor/principal notifies HR and Payroll of the start date (if not beginning of the school year).
        i. HR will ensure the Access Badge is at school or work location within the first week of employment.

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Policy Reference:	2.2 Hiring and Treatment of Staff