

Raymond School District Policy - GCF

PROFESSIONAL STAFF HIRING

An effective educational program is dependent upon the employment and retention of the best-qualified professional personnel. This will be accomplished by careful consideration of qualifications such as training, competence, certification, and suitability for the position. The process of teacher recruitment will be administered by the Superintendent in accordance with the following procedure.

1. Upon notification of a vacancy, the Superintendent notifies the teachers at each school within the District through the building principals, examines recruitment files and may advertise the position in placement bureaus, agencies and appropriate media,
2. All applications are processed through the SAU and should include the following; official transcripts, references, resume and New Hampshire teaching credential.
3. The building administrator shall review all applications, and conduct all candidate interviews.
4. The building administrator shall forward to the central office administration, his/her finalists with a written recommendation of preference.
5. The central office administration will interview the finalists, perform a reference check on their qualifications and determine the final candidate for the position, after conferring with the building administrator.
6. All professional personnel selected for employment must be approved and nominated by the Superintendent to the School Board for election.
7. As required by policy GBCD, each candidate must successfully pass the criminal records check in order for employment to be verified.

Adopted: June 22, 1978

R/R: 1/1/80

Revised: August 1, 2002