

**Spearfish School District 40-2
4000 Personnel**

Board Policy

Code: 4305

TEACHER RECRUITMENT AND SELECTION

It is the responsibility of the Superintendent of Schools and of persons delegated by him to determine the personnel needs of the district and to recommend the most qualified candidates to the Board of Education.

Applicants will be screened and interviewed according to the hiring procedures of the district. A personal interview will be required of all candidates for employment by the district. All candidates must have or be able to receive a South Dakota teaching certificate.

Veterans' preference will be given to eligible applicants, but does not guarantee them a job, only an interview. Applicants wishing to claim veterans' preference must submit a copy of their DD-214 separation paper.

All candidates recommended for employment will be asked to submit to a criminal background check, to be completed by the South Dakota Division of Criminal Investigation (DCI) and Federal Bureau of Investigation (FBI). Completion of this background check will require candidates to submit a set of fingerprints to the school district in a format satisfactory to the DCI and FBI. All candidates recommended for employment or who are employed by the District will comply with the requirements of and are subject to the limitations stated in Spearfish School District Code 4312, Criminal Background Checks.

In no instance may an applicant be selected for employment who is of the same family or living in the same household as the immediate supervisor.

During the pendency of a candidate's consideration for employment, no school district employee shall offer public comment regarding the candidate's status. Public comment confirming that an individual has, or has not, been hired by the district shall be made only following formal Board action.

It shall be the duty of the Superintendent of Schools to see that persons nominated for employment shall meet all qualifications established by law and the Board for the position for which nomination is made.

The Spearfish School District is an equal opportunity employer. Spearfish School District 40-2 does not discriminate on the basis of race, color, religion, sex, age, national origin, or disability in recruitment or selection of personnel.

Adopted	<u>June 16, 1975</u>
Revised	<u>May 11, 1987</u>
Revised	<u>December 14, 1998</u>
Revised	<u>November 22, 1999</u>
Revised	<u>December 11, 2000</u>
Revised	<u>December 11, 2006</u>
Reviewed	<u>January 9, 2012</u>
Revised	<u>April 11, 2016</u>
Revised	<u>January 8, 2018</u>
Reviewed	<u>January 9, 2023</u>