

Recruitment and Hiring Procedures for Classified Staff



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The Rose Tree Media School District is an Equal Opportunity Employer and educational institution which does not discriminate in its educational programs, activities or employment practices on the basis of race, color, national origin, gender, age, religion, ancestry, disability or other legally protected classification. This policy is in accordance with state and federal laws, including Title VI of the Civil Rights Act of 1964; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; the Age Discrimination Act of 1975; and the Americans with Disabilities Act of 1990.

This document outlines the procedures to follow when recruiting classified staff:

1. Rose Tree Media School District has a rigorous and lengthy hiring process. The District is very careful and thoughtful in the selection process.
2. Recruiting will be conducted in order to locate candidates from a wide range of geographic, educational, ethnic, racial, social, religious and economic backgrounds.
3. This District will not accept unsolicited applications through the mail.
4. All principals, assistant principals and cabinet members are required to participate in recruiting by attending at least one job fair per year.
5. This document applies to all non-certified, non-administrative positions.
6. A hiring administrator is the person whose school or department has the vacant position.
7. When recruiting, the District administration will comply with all District approved board policies not limited to policy number 304.

Job Description

1. When the incumbent resigns or retires, the Director of Human Resources and the hiring administrator will review the job description. If revisions are necessary, the job description is updated to reflect the new responsibilities. The Office of Human Resources makes the changes to the job description.

Advertising of position openings

1. Internal announcement - After staffing needs are determined, a vacant position will be announced internally for a period of ten calendar days in accordance with the collective bargaining agreements with the support staff associations. The posting will be placed on the District Cable TV Channel, on the RTM Website and copies will be provided to all buildings and to the Association.
2. External announcement – The announcement may be advertised outside the District through such media outlets as but not limited to, Penn Link, PSBA's School Leader News, PAREAP.net, college/university web sites, professional journals, newspapers, the District Cable TV Channel, and teacher job fairs. The appropriate response time for interested candidates will be set forth in the announcement as ten calendar days.

3. The Office of Human Resources is responsible for announcements of all vacant positions. The Human Resources Secretary will prepare the internal posting and process it. The Director of Human Resources will prepare external postings and circulate them through the media outlets listed in paragraph two, above.
4. Other recruitment methods include, but are not limited to:
 - a) The administration can reach out to people successful in their fields.
 - b) The administration can reach out to trade schools.
 - c) The administration can reach out to their networks or professional associations.
5. If the initial posting fails to attract a sufficient response, subsequent postings may be necessary.

Formal Application Packet

1. Internal applicants are required to submit a letter of interest and an updated resume. Internal applicants must submit their interest through the District's on-line application software program.
2. All external applicants are required to apply on-line through the District's application software program. They must submit a completed application packet. A complete application packet contains:
 - a) letter of interest,
 - b) On-line application,
 - c) college/university transcripts – undergraduate transcripts are required and if holding a graduate degree or have taken course work at the graduate level then those transcripts are required. If the applicant is hired, then official transcripts are required. Dependent upon the qualification of the position.
 - d) copy of Act 34, Act 114, and Act 151 clearances.

Other accepted documents, may include;

- a) resume,
 - b) three letters of recommendation.
3. All applications must be completed before the initial screening occurs. If the application is not completed within the designated timeframe, said applicant will not be considered for employment with the District.
 4. All applicants will receive an e-mail from the Office of Human Resources acknowledging receipt of the application packet.

Retention of the Application Packet

1. Retention of application materials –
 - a) The District will retain an applicant's application for one year.
 - b) If an applicant receives an interview, the District will retain the applicant's materials and interview notes for three years.
 - c) The Office of Human Resources is responsible for record keeping.

- d) The hiring administrator must return all interviewing material to the Office of Human Resources so all documents from the interview can be retained in a central location.

Initial Application Screening of Professional Applications

1. Completed applications are screened to determine whether the candidate processes the appropriate education level, skills and experiences so an interview will be offered. Candidates applying to special education support staff position must hold at the minimum 48 college credits.
2. The hiring administrator will interview all qualified district employees who have applied for the position as well as qualified outside candidates when the position has been advertised outside of the district. The hiring administrator will submit the names of candidates to the Office of Human Resources for pre-employment testing.
3. Any applications for a special education support staff position will be paper screened by the special education supervisor(s) and/or principal(s). From that paper screening, the special education supervisor(s) and/or principal(s) will select candidates to be tested. Names of the selected candidates will be provided to the Office of Human Resources for pre-employment testing.
4. When a position becomes vacant whereas that vacancy has been filled by a long-term substitute while the now departed support staff member was on a leave of absence and that long-term substitute has filled in successfully, the administration may alter the formalized interviewing process.
 - This will only be done on the occasion when the long-term substitute who has been in that position or a similar position has performed at a high level.
 - In order for the formalized interviewing process to be altered, the long-term substitute must have been through the District's recruitment and hiring practices before being hired as a long-term substitute support staff member.
 - Additionally, the administration must have observed the long-term substitute at least twice and those observations must be documented as satisfactory before the long-term substitute is hired.
 - This process will apply notwithstanding contractual obligations.

Pre-employment Testing

1. The Office of Human Resources will administer a battery of pre-employment tests to all secretarial, support staff, Theme Readers, and Math Tutor candidates. A score of 70% is required in each test to pass.

2. Candidates for special education support staff positions will be tested by the Office of Human Resources. Candidates' scores will be reported to the Special Education Supervisor(s). A score of 80% is required in each section of the test.

The Interview Process

1. Depending on the position, the hiring administrator or special education supervisor(s) will assume the lead in the recruitment and hiring process.
2. Depending on the position, the hiring administrator or special education supervisor(s) will contact the applicants to inform them about the interview date, location, time and planned length of interview.
3. Interview questions are written in cooperation with the hiring administrator or special education supervisor(s) and the Director of Human Resources. Interview questions are written as informational, behavioral, and situational.
4. During the interview, the interview committee provides an overview of the assignment.
5. Right before concluding the interview, the hiring administrator or special education supervisor(s) must allow the applicant a chance to ask questions of them so that the applicant can gather information about the position.
6. During the interview, the interview committee must assess the applicant's potential, skills, and ability for a specific assignment by asking a series of job-related behavioral, situational, character, and technical questions.
 - a) Behavioral questions are the best indicators of how a person might react to a situation in the future. Well-constructed behavioral questions are an effective way to determine if the candidate possesses the skills required to do the job.
 - b) Situational questions use a hypothetical situation to ask the candidate questions about that situation to see how the person would respond. These questions seek to test the candidate's thought processes and logical thinking.
 - c) Character questions are designed to find out about a candidate's character. These questions are used to find out about the person's motivation, traits, honesty, leadership and goals.
 - d) Technical questions are those questions which require the candidate to answer specific questions about a certain trade or field of work. These questions are used to measure the candidate's knowledge of the subject.
7. During the interview, the interview committee should look for characteristics of the applicant. Examples of these characteristics include, but are not limited to:
 - a) Does the candidate speak clearly and distinctly and use well-chosen words when responding to questions.
 - b) Did the candidate use good judgment in responding to the situational questions.
 - c) Is the candidate a good fit for the position and the building.
 - d) Did the candidate ask relevant questions.

8. The interview committee must conduct a business-like interview. The interview committee is courteous and allows the candidate to respond to questions without being hurried. The interview committee is punctual and each interview ends with a clear understanding of the next steps in the selection process. When discussing the next steps in the process, the interviewer is clear that he/she is not in a position to make an offer of employment.
9. After the interview, the interview committee will rate each applicant interviewed using the appropriate rating form.

First Round of Interviews

1. Following the steps above, the applicants will be interviewed by the hiring administrator and other administrative personnel.
2. Dependent on the position, the administrators who should participate for a position in a secondary school:
 - a) Building Principal
 - b) Assistant Principal
 - c) Supervisor of Special Education – Secondary
 - d) Facility Foreman
 - e) Maintenance Supervisor
3. Administrators who should participate for a position in an elementary school:
 - a) Building Principals
 - b) Supervisor of Special Education – Elementary
 - c) Facility Foreman
 - d) Maintenance Supervisor
4. Administrators who should participate for a position at the central office level/district wide:
 - a) Supervisor of the vacant position
 - b) Maintenance Supervisor
 - c) Other central office administrator

Second Round of Interviews

1. If the first interview did not produce an acceptable candidate, then a second interview will be conducted. This interview will follow the steps as outlined above.
2. The second interview will be used to further discuss the candidate's skills and abilities relating to the job.
3. The applicants will be interviewed by the hiring administrator and same administrators who interviewed during the first round of interviews.
4. The hiring administrator or special education supervisor(s) and the Director of Human Resources will write a second set of interview questions for the second round of interviews.

5. After the interview, the interview committee will rate each applicant interviewed using the appropriate rating form.

Checking references and what to do when checking references

1. The hiring administrator must, at a minimum, call three references for each candidate considered for a position.
 - a) The references are to be conducted with an individual who has knowledge of the candidate's work history. Whenever possible, a principal for whom the candidate has worked or in whose building the candidate has student taught will be one of the references. When a building administrator is not available, the Human Resource Department of the district where the candidate has taught will be contacted for a reference.
 - b) In no case will the person recommending hire serve as a reference.
 - c) When speaking with the candidate's current supervisor, the reference checker must ask the supervisor if he/she would hire that person if he/she had the chance to do so again.
 - d) If the candidate is a recent college graduate, the reference checker must call the candidate's cooperating teacher(s) and college supervisor(s).
 - e) Reference check forms will be completed for each reference conducted.
2. After the Special Education Supervisor is finished checking references for special education support staff position, they will make a recommendation to the principal. The principal will make the final decision to recommend a candidate for a position in his/her building.
3. The hiring administrator or special education supervisor(s) will prepare a Personnel Transaction Form to recommend the candidate for hire. The hiring administrator or special education supervisor(s) will return all documentation to the Office of Human Resources including but not limited to, references checks and application of employment.

Credential Check

1. The Director of Human Resources will complete a final credentialing check on the recommended candidate for hire.
2. All three clearances must be current and included in the application packet before going before the Superintendent.

Final interview

1. The Superintendent, and/or Director of Human Resources will interview the leading candidate so that the Superintendent or his/her designee can recommend the candidate to the Board of School Directors for employment.
2. The Superintendent reserves the right to decline a candidate after the final interview and to direct the interview committee to re-open the search.

3. Offers of employment cannot be made until references and credentials are confirmed.

Offer of employment

1. The hiring administrator makes recommendations to hire.
2. The Superintendent or designee will make official offers of employment. If the candidate accepts the offer, the candidate's name is placed on the Board agenda for approval by the Board of School Directors.
3. A candidate is hired officially when the Board of School Directors vote to approve the recommendation.

Beginning employment

1. All pre-employment paperwork must be completed prior to the candidate starting work. When the paperwork has been completed, an Authorization to Begin Work will be sent to the building principal.
2. The building principal or hiring administrator or special education supervisor(s) will contact the candidate and informs the person of his/her start date. The building principal or hiring administrator or special education supervisor(s) notifies the office of Human Resources of the person's start date so accurate records can be maintained.

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