

LAMPETER-STRASBURG SCHOOL DISTRICT
Lampeter, Pennsylvania 17537

RECRUITMENT AND SELECTION OF EMPLOYEES

It shall be the policy of the Lampeter-Strasburg School District to employ and retain fully qualified instructional/professional and non-instructional/classified personnel in an effort to achieve the district mission. It is the belief of the Board of School Directors that this task can best be accomplished through an effective and coordinated recruitment, interview, and selection process.

RECRUITMENT OF PERSONNEL

Applications for instructional/professional and non-instructional/classified positions shall be accepted and placed on file for review as vacancies occur. Advertisement of vacancies or expected vacancies shall be done as judged appropriate by the Superintendent of Schools. The method and extent of advertisement will vary according to the position, the availability of qualified applications on file, and other related factors. Vacancies shall be posted internally in accordance with collective bargaining agreement(s).

INTERVIEWING OF PERSONNEL

It shall be the responsibility of the respective administrators/supervisors to conduct the initial screening of applicants in an effort to develop a pool of candidates for interviewing. The criteria used for the selection of candidates for interviewing shall be of both objective and subjective nature and shall coincide with the criteria that are used for final selection as included below. The respective administrator/supervisor will conduct the initial interviews and will involve other staff members in the interviewing process as he/she deems appropriate. The Superintendent of Schools shall also interview finalists for all instructional/professional and non-instructional/classified positions. Each staff member who interviews or participates in the interview of a candidate shall complete an Interview Record (see attachment) and include it with the candidate's application.

SELECTION OF PERSONNEL

The Superintendent of Schools shall make the final selection of personnel and recommend them to the Board of Education for employment. The final selection of instructional/professional staff will be based upon the following objective and subjective criteria.

Objective Criteria

Knowledge of teaching procedures
Knowledge of subject matter
Experience/student teaching performance
Academic performance
Personal recommendations

Subjective Criteria

Appearance
Intellect
Poise and cultural refinement
Oral expression
Maturity
Tact
Voice quality
Enthusiasm
Sincerity
Predicted success as professional employee
Potential for growth in respective field

Any decisions regarding the weighting of these criteria shall be made by the Superintendent of Schools.

The final selection of non-instructional/classified staff will be based upon the following objective and subjective criteria.

Objective Criteria

Knowledge of related work procedures
Knowledge of related field
Experience
Personal recommendations

Subjective Criteria

Appearance
Intellect
Maturity
Oral expression
Tact
Enthusiasm
Sincerity
Predicted success as an employee
Potential for growth in respective field

Any decision regarding the weighting of these criteria shall be made by the Superintendent of Schools.