

1 Administrative Vacancies: Other Than Superintendent

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- Step 1. The superintendent makes a vacancy determination.
- Step 2. The superintendent updates the job description. Major changes in scope of responsibilities should be with the knowledge and concurrence of the Board.
- Step 3. The superintendent develops a search profile based on the job description or designee with appropriate staff input. Profile is submitted to Board of Trustees for approval.
- Step 4. The superintendent determines and initiates appropriate advertising. Appropriate advertising will include in-district, and in state or in-region, or in district and national except in emergency situations as described in the Emergency Selection Procedure.
- Step 5. The superintendent and the boards personnel committee may appoint an advisory committee. The advisory committee may include other building administrators, faculty members, one or more Board members, and community representatives.
- Step 6. The superintendent screens all of the applications and forwards the qualified candidates to the advisory committee. Interviews are set.  

“Qualified” shall include as a minimum that the candidate must have appropriate or be eligible for an Idaho certification.”
- Step 7. The advisory committee and the personnel committee uses application screening, telephone interviews, and/or reference checks to learn more about the interviewees.
- Step 8. The superintendent, generally accompanied by at least one other administrator, or trustee may visit the community/district of the finalists.
- Step 9. The superintendent, advisory committee and the personnel committee of the Board interviews the candidates and recommends one name to the Board of Trustees for approval. The Board reserves the right to reject any candidate and call for new names.

Emergency Selection Procedure:

In the event that an administrative vacancy exists that must be filled with greater immediacy than the above procedure permits, the Board will meet to determine a process to be used to fill the vacancy for either an interim period or permanently.

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49 Teacher Vacancies

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51 Step 1. The superintendent makes vacancy determinations. A principal must be certain of  
52 staffing allocations.

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54 Step 2. The job description is updated by the building principal and forwarded to the  
55 Superintendent's office.

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57 Step 3. The principal or program director develops a search profile based on the job  
58 description, and if appropriate an athletic director, who have received appropriate  
59 staff input. The profile is submitted to the superintendent for approval.

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61 Step 4. The superintendent determines and initiates appropriate advertising.

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63 Step 5. The superintendent screens all of the applications and then forwards to the  
64 principal the group of completed applications.

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66 Step 6. The principal and the superintendent determine those applicants to be  
67 interviewed. Prior to setting the interviews, the principal shall conduct  
68 preliminary reference checks on those applicants selected for interview. The last  
69 prior employer shall be referenced.

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71 Step 7. The principal schedules the interviews. Normally the building principal, the  
72 superintendent, the Board's personnel committee and other invited educators in  
73 the field conduct the interviews.

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75 Step 8. The interview committee recommends one person for the position. The principal  
76 prepares and attaches to that recommendation a rationale supporting the  
77 recommendation. That rationale should be sufficiently detailed to support the  
78 recommendation.

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80 Step 9. The principal shall personally verify reference checks including, but not limited to  
81 the last employer. The superintendent confers with the individual recommended,  
82 and, based on this conference and the written rationale, will make a  
83 recommendation to the Board after determining the candidate's certificability and  
84 eligibility for employment.

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86 Step 10. The Board of Trustees receives and acts upon the superintendent's  
87 recommendation as part of the regular Personnel Report at the monthly Board  
88 meeting.

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90 In the event that a teaching vacancy exists that may be filled immediately, the  
91 superintendent may authorize that the position be filled from a pool of recent candidates  
92 already on file.

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93 The superintendent has the authority to implement an alternative hiring procedure when  
94 they deem it necessary in the best interests of the district.

95 Coaching Vacancies

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97 The Board of Trustees views extra-curricular activities as an important part of the total  
98 school program. Outstanding persons are necessary to provide the type of coaching and  
99 positive leadership desired for the young people in each activity. It is the philosophy of  
100 the district that each school, in recognition of this viewpoint, shall accept responsibility  
101 for providing coaches and advisors for its co-curricular activities.

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103 Teacher-head coaching vacancies tend to create certain imperatives, and the  
104 circumstances that bear on developing a search process are somewhat less predictable  
105 than is the case for searching for a teacher. The combination of coaching and teaching  
106 responsibilities varies with each instance due, in part, to the particular teaching skills of  
107 applicants as well as the actual teaching vacancies that exist.

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110 Stipulation 1.

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112 Whether or not the particular coaching situation is linked to teaching, the search  
113 process is to begin when the superintendent is consultation with the building  
114 principal(s) and the activities director devise a written step-by-step hiring  
115 procedure which is to be submitted to the personnel committee for approval. The  
116 process will be the same for the coaches for boys and girls sports for comparable  
117 positions. If the situation is to involve teaching, this procedure is to reflect the  
118 general intent of hiring procedure for teachers with such modifications and/or  
119 expansion as are necessary to fit the particular vacancy.

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123 Stipulation 2.

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125 The search process for any coaching position should directly involve the  
126 appropriate principal(s) and activities director.

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130 Stipulation 3.

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132 The superintendent initiates advertising for coaching or teaching and coaching  
133 vacancies with appropriate input from the building principal(s) and the activities  
134 director.

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138 Stipulation 4.

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The principal and activity director will recommend one person to the superintendent, and will support their recommendation with a written summary of the process, candidates interviewed and a rationale for recommending the particular candidate. Any candidate recommended as a head coach of a varsity sport shall interview with the superintendent.

Stipulation 5.

The Board shall make the final hiring decision for all coaches, upon a recommendation from the superintendent.

Stipulation 6.

When considering the superintendent’s recommendations, the Board of Trustees shall weigh the following factors:

- A. Evidence of exceptional qualities of leadership and character that have been demonstrated in working with youth.
- B. Evidence of building of positive qualities in young people.
- C. Evidence of effective, positive communications and rapport with students, parents, community, coaching staff and faculty and administrators.
- D. Evidence of ability to plan and direct the particular sports program in total.
- E. Evidence of teaching sound fundamentals of the sport.
- F. Evidence of well-mannered conduct at all times.
- G. Evidence of personal health standards, fitness and habits that serve as an example to the youth whom he/she will influence.
- H. Evidence of positive competitive values, which will not exploit young people to win sports events.

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186 Classified Vacancies

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188 Step 1. A vacancy determination is made by the superintendent upon submission of an  
189 appropriate request by a district manager or a building principal.

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191 Step 2. The job description is updated by the manager or principal and is forwarded to the  
192 district superintendent.

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194 Step 3. The district manager or principal develops a search profile based on the job  
195 description.

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197 Step 4. The superintendent determines and initiates appropriate advertising.

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199 Step 5. The superintendent screens all applications and forwards to the manager and  
200 principal those who meet minimum qualifications.

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202 Step 6. The superintendent, manager, and principal recommend those applicants to be  
203 interviewed. Prior to setting the interviews, the manager or principal conducts  
204 preliminary reference checks on those applicants selected for interview. The last  
205 prior employer shall be contacted.

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207 Step 7. The superintendent, manager, principal, and personnel committee conduct the  
208 interview and may form an advisory committee to assist with the interview.

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210 Step 8. The superintendent recommends one person for the position. The Board hires.

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212 NOTE: All classified positions include a minimum of ninety (90) day probationary  
213 period. **All classified employees are at will employees, Melba School District Policy**  
214 **#471.**

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216 In the event that a classified vacancy exists that must be filled in a shorter period of time  
217 that the above procedure permits, the superintendent may authorize that the position be  
218 filled by deleting steps 3 and 4 if sufficient candidates are on file.

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220 The superintendent has the authority to implement an alternative hiring procedure when  
221 he/she deems it necessary in the best interest of the district.

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