Recruitment of employees shall be the responsibility of the Superintendent of Schools. In the discharge of this responsibility, the Superintendent shall make such use of other administrative and supervisory staff members as may be both practical and effective.

Appointment of candidates selected for employment shall be recommended to the Board of Directors by the Superintendent or his designee. All professional employees shall be properly certified as required by statutory enactment and the Department of Education.

All persons responsible for employment procedures and personnel practices shall act in accordance with all applicable state and federal codes, statutes, and laws.

Furthermore, the employer shall not, by willful act or statement, discriminate against any employee on the basis of race, creed, color, sex, sexual orientation, gender identity, national origin, religion, disability, or age.

The first three years of a new licensed employee’s contract shall be a probationary period unless the employee has already successfully completed the three year probationary period. New employees who have successfully completed a probationary period in a previous school district will serve a one year probationary period.

Only the board, in its discretion, may waive the probationary period. The board may extend the probationary period for one additional year with the consent of the licensed employee. The board will make the decision to extend or waive a licensed employee’s probationary status based upon the superintendent’s recommendation. During this probationary period the board may terminate the licensed employee’s contract at year-end or discharge the employee in concert with corresponding board policies.
Licensed employees may also serve a probationary period based upon their performance. Such probationary period shall be determined on a case-by-case basis in light of the circumstances surrounding the employee’s performance as documented in the employee’s evaluations and personnel file.