

ADMINISTRATIVE REGULATIONS FOR HIRING

1. All job openings in the District will be reported to the Human Resources Director.
2. The Human Resources Department will advertise all job openings unless waived by the superintendent. If the superintendent waives the advertisement requirement, for a certified position, the Board president and the DEA president shall be notified.
3. All job applications shall be initially received at the Central Administration Office. The Human Resources Department shall maintain a file of applicants for all positions in the District.
4. Any reference to advertising, screening or selection in this regulation shall be carried out in compliance with any applicable provision governing Veterans preference in state law.

PROCEDURE FOR ELEMENTARY TEACHERS

Screening Process

1. The Human Resources Director and the elementary principal(s) will screen the pool of applicants. This selection process will be determined by reviewing the applicants' files. The Human Resources website will invite all candidates to participate in the Teacher Insight interview process. These scores will be considered during the screening process.
2. After review of the applicant's file and the Teacher Insight, the Human Resources Director and the elementary principals which have openings will select the final candidates for further review. Reference calls will be made. The final list of candidates to be interviewed will be developed.
3. The Human Resources Coordinator will develop a brief candidate profile of each candidate to be interviewed. This information will be provided to the superintendent and to the interviewing team before interviewing any candidate for a specific position.

Candidate Selection

1. The Human Resources Director will form an interview team and interview at least three applicants (if available) from the final list. This team shall be composed as follows:
 - a. building principal;
 - b. the superintendent or designee at his/her discretion;
 - c. two elementary teachers (It is recommended that one elementary teacher be selected from a different school.);
 - d. (optional) one school board member; and

- e. appropriate Director or supervisor, if applicable.
2. Following the interviews, the interview team will select, through consensus, the candidate to be recommended for employment. If necessary, the principal and the Human Resources Director will confer and select the candidate to be recommended for employment to the superintendent.
3. All other applicants will be informed by letter or telephone of the decision after the school board has approved the hire and the applicant has accepted the position.

PROCEDURE FOR SECONDARY TEACHERS AND OTHER LICENSED STAFF

Screening Process

1. The Human Resources Director and the secondary principals will screen the pool of applicants. This selection process will be determined by reviewing the applicants' files. The Human Resources website will invite all candidates to participate in the Teacher Insight interview process. These scores will be considered during the screening process.
2. After review of the applicant's file and the Teacher Insight, the Human Resources Director and the principals which have openings will select the final candidates for further review. Reference calls will be made. The final list of candidates to be interviewed will be developed.
3. The Human Resources Department will develop a brief candidate profile of each candidate to be interviewed. This information will be provided to the superintendent and to the interviewing team before interviewing any candidate for a specific position.

Candidate Selection

1. The Human Resources Director will form an interview team and interview at least three applicants (if available) from the final list. This team shall be composed as follows:
 - a. building principal;
 - b. Human Resources Director and/or the superintendent or designee;
 - c. department chair/teacher;
 - d. peer teacher;
 - e. appropriate Director or supervisor, if applicable; and
 - f. (optional) one school board member.
2. Following the interviews, the interview team will select, through consensus, the candidate to be recommended for employment. If necessary the principal and the Human Resources Director will confer and select the candidate to be recommended for employment to the superintendent.
3. All other applicants will be informed by letter or telephone of the decision after the school board has approved the hire and the applicant has accepted the position.

PROCEDURE FOR ADMINISTRATIVE STAFF

Screening Process

1. A team selected by the superintendent will review applicant files and select approximately six candidates (if available). The team shall consist of:
 - a. superintendent and/or designee;
 - b. Human Resources Director;
 - c. two school board members;
 - d. two teacher representatives; and
 - e. one administrative peer.
2. Reference calls will be made. The final list of candidates to be interviewed will be developed.
3. The Human Resources Department will develop a brief candidate profile for each candidate to be interviewed. This information will be provided to the superintendent and to the interviewing team before interviewing any candidate for a specific position.

Candidate Selection

1. Following the interviews, the interview team will select, through consensus, the candidate to be recommended for employment. If necessary the superintendent and Board members who served on the interview team will confer and select the candidate to be recommended for employment to the school board.
2. All other applicants will be informed by letter or telephone of the decision after the school board has approved the hire and the applicant has accepted the position.

PROCEDURE FOR CLASSIFIED STAFF

Screening and Candidate Selection

1. The administrative supervisor and/or the building administrator will review the applications. They will select the final applicants to be interviewed and make the reference checks. The Human Resources Director will be available to assist with this screening process, if needed. The Human Resource Department at the Central Administration Office will conduct background checks through law enforcement and the North Dakota Department of Human Services. No classified staff will be hired until a satisfactory background check has been completed.
2. An interview team will be developed by the administrative supervisor and/or the building administrator and at least three applicants (if available) will be interviewed. The team shall be composed as follows:
 - a. administrative supervisor;
 - b. and/or building administrator; and
 - c. the interview team may include one or more peer employees.

3. After all interviews have been completed the administrative supervisor and/or the Human Resources Director will confer and select a candidate to be recommended for employment to the superintendent. If a suitable candidate is not available, additional applications may be sought.
2. All applicants will be informed by letter or telephone of the decision after the school board has approved the hire and the applicant has accepted the position.

PROCEDURE FOR EXTRACURRICULAR POSITIONS

The Dickinson Public School District will advertise all athletic head coaching position at the high school varsity level and all head non-athletic advisor positions at the elementary/middle school/high school levels. If time permits, all other extracurricular positions will also be advertised.

The Human Resource Department at the Central Administration Office will conduct background checks through law enforcement and the North Dakota Department of Human Resources. No extracurricular staff will be hired until a satisfactory background check has been completed.

PROCEDURE FOR HEAD VARSITY ATHLETIC COACHING POSITIONS

Screening and Candidate Selection

1. All varsity head coaching applications will be forwarded to the Human Resources Department. The Human Resources Director and the High School Administration (including the District Activities Director) will screen the pool of applicants. The selection process will be determined by reviewing the applicants' files.
2. After review of the applicant' files, the Human Resources Director and the High School Administration (including the District Activities Director) will select the final candidates for further review. Reference calls will be made. The final list of candidates to be interviewed (if necessary) will be developed.
3. The Human Resources Director will form an interview/selection team to select the final candidate. This team shall be composed as follows:
 - a. Human Resources Director and/or Superintendent;
 - b. High school principal and/or assistant principal;
 - c. District Activities Director;
 - d. Peer coach; and
 - e. Optional - one school board member
4. Following interviews, (if necessary) the interview/selection team will select, through consensus, the candidate to be recommended for employment. If necessary, the Activities Director, the Human Resources Director, and the high school principal will confer and select the candidate to be recommended for employment to the superintendent.

PROCEDURE FOR SUB-VARSITY ATHLETIC COACHING POSITIONS

(Including Cheerleading Coaches, Dance Coaches, and Concessions Manager)

Screening and Candidate Selection

All sub-varsity athletic coaching applications will be forwarded to the Activities Director. The Activities Director and the Head Varsity Coach (if applicable) in that particular sport will review all applications. The Human Resources Director and Building Principal will be available to assist with this screening process, if necessary. Also, if needed, interviews and reference checks will be conducted and, through consensus, a candidate will be selected. If consensus cannot be reached, the Activities Director will select the candidate to be recommended for employment to the superintendent.

PROCEDURE FOR HEAD AND ASSISTANT NON-ATHLETIC ADVISOR POSITIONS

Screening and Candidate Selection

All head and assistant non-athletic advisor applications will be forwarded to the Building Principal. The Building Principal and Head Advisor (if applicable) will review all applications. The Human Resources Director and Activities Director will be available to assist with this screening process, if necessary. Also, if needed, interviews and reference checks will be conducted and, through consensus, a candidate will be selected. If consensus cannot be reached, the Building Principal will select the candidate to be recommended for employment to the superintendent.