

PROFESSIONAL PERSONNEL HIRING

Procedures for Hiring:

Applications shall be received from interested personnel and from people recommended by the professional staff.

Upon receipt of applications, the central office shall complete the form, which includes sending for references or placement folders.

Completed applications are filed by subject and levels of interest.

Superintendent and principals shall make requests for applications to fill personnel openings.

Applications shall be screened and referred to appropriate personnel, indicating those candidates who are most qualified and appear to have the necessary credentials for the position desired.

The successful candidates' names, salaries, and positions shall then be presented to the superintendent and then to the school board for approval of employment in the division.

Credit, in whole or in part, for private, parochial, technical, or college teaching may be granted if the applicant qualifies for the Collegiate Professional License issued by the Virginia Department of Education.

Adopted: February 14, 1995
