

STAFF HIRING PROCEDURES

It is the desire of the Waynesboro School Board to recruit, hire and retain the best possible qualified applicants.

The Superintendent is responsible for developing procedures for advertising vacancies and new positions. Those procedures will be designed to ensure that all openings are properly advertised to give all interested and qualified parties the opportunity to apply. While most positions will be filled using those procedures, the School Board may, at the request of the Superintendent, fill positions in other ways. For example, the School Board may authorize the filling of a position to accommodate the disability of an employee, to transfer an employee when it is determined to be in the best interest of the school division, to satisfy the rights of employees returning from leave, to move an employee whose performance is unsuccessful to a position in which the employee might be successful or to discipline an employee for conduct deficiencies.

Current division employees are given an opportunity to apply for positions for which they are qualified.

Vacancies and new positions within the division are advertised via the internet search engines provided by the Waynesboro Public Schools' contracted applicant database vendor, the school division website, local educational television channel, and by distributing posting notices to other sources where qualified applicants would be associated (For example: professional organizations, regional school divisions, college and university program contacts, etc.)

The applicant determined to be the best qualified shall be selected by the process guidelines for a vacant or new position, regardless of whether the applicant is an internal or external candidate.

Application for employment in the Waynesboro Public Schools shall be submitted through the online applicant system, except for positions where forms are downloaded from the division website or provided by the Personnel Office.

It is the responsibility of the applicant to furnish accurate information and any falsification of either information or credentials is cause for dismissal or refusal to employ.

Adopted: February 14, 1995

Revised: March 14, 2017

Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-70, 22.1-78.

Cross Refs.: AC
GCDA

Nondiscrimination
Effect of Criminal Conviction or Founded Complaint of
Child Abuse or Neglect