

Hastings Public Schools Hiring Processes for Certificated and Classified Employees

Why do we do it?

The administrative, certificated and classified staff of the Hastings Public Schools continually work towards effectively serving the learning needs of students through a hiring process that selects and employs the best possible candidate from a pool of qualified candidates.

What is the hiring process?

The hiring process begins when a vacancy occurs. Vacancies are created when a staff member resigns, retires, transfers, or is terminated from an existing position and the administration determines a replacement is required or when a new position is approved by the Board of Education. Available certificated positions are advertised within the district, the Omaha World Herald, the Nebraska Schools Employment Network, Teach in Nebraska, and, depending on the position, through other appropriate outlets. Available classified positions are advertised within the district, in the Hastings Tribune and, depending on the position, through other available outlets.

Supervisors follow a process that includes reviewing applications and references, selecting finalists, determining whether group interviews will occur, conducting interviews, gathering feedback, and making a decision and recommendation to the Superintendent for approval and for Board of Education approval.

How do we do it?

Board policy outlines the specifics of hiring practices. Copy and paste the following link into your browser: <https://meeting.sparqdata.com/Public/Organization/hastingsschools> - policy 406.02, 406.06 412.02, and 412.05 and Rule 406.06R and 412.05R). Depending on the position and time of year, building principals decide upon the use or non-use of a committee, and their level of input into the hiring decision for recommendation to the Superintendent and approval of the Board of Education.

HASTINGS PUBLIC SCHOOLS HIRING SEQUENCE

A staff member resigns, retires, or has his/her employment terminated or a new position is created with Board of Education approval.

- 1) **Determine the hiring need.** Does the vacant position need to be filled or can the responsibilities be eliminated or assumed by other positions. In the case of a new position, such analysis should take place before the position is created.

- 2) **Initiate filling the vacancy.** Contact HR to begin the hiring process (Contact Dave Essink and copy Denise.)
 - a) If the position is approved to fill by HR (Dave), determine with HR whether the vacancy should be filled by an internal transfer from within the building or department.
 - b) If a building or department transfer would fill the vacancy, return to step one above and work the initial steps until a vacancy exists that cannot be filled with someone from within the building or department.
- 3) **Review the job description or create a job description.** Also determine days of work, hours, compensation, and benefits.
- 4) **Create a hiring plan** that includes: a vacancy advertisement; advertisement outlet where posting will occur; length of time or number of advertisements per outlet; a determination of hiring process leadership; a determination of any recruitment efforts; criteria for initial screening; a determination on the use of a selection committee, selection committee membership and membership responsibility; standard interview questions; the interview protocol (who asks questions/are follow-up questions allowed/ etc.); and the selection process timeline.
- 5) **Post and promote the job opening.**
- 6) **Initial applicant screening.** A review of applications, interest letters, resumes, and written references. Be sure teacher applicants complete Teacher Insight. The District may also include electronic reference checks and/or phone reference checks to determine finalists.
- 7) **Conduct interviews with finalists.** Keep the interview notes.
- 8) **Make additional reference checks.** These should be person-to-person over the telephone. A minimum of three should be completed, one from outside the references provided by the finalist.
- 9) **Check with District HR to discuss recommendation and to make an appropriate job offer** (Dave Essink, copy Denise).
- 10) **Make job offer** pending the outcome of background check and, as applicable, the physical capacity assessment required for the filling of certain positions.
- 11) **Seek Board approval.**
- 12) **Post-hiring phase.** Once the candidate accepts the job offer, he or she is hired. This kicks off a phase of filling out and filing paperwork related to employment including eligibility to work forms, tax withholding forms, and company specific forms.

How do we know it's working?

- District Dashboard of student performance
- District benchmark student performance data by grade-level, building, and class
- iObservation Observations and Evaluations Reports

The Hastings Public Schools does not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, marital status, pregnancy, childbirth, or related medical condition, or other protected status in its programs and activities.