

## Recruitment and Hiring Policy

LCPCS will endeavor to recruit the most competent individuals to fill all positions.

### Procedure

1. Approval to recruit for vacant or newly created positions will be granted by the School Director.
2. A team of at least three staff shall serve as the review committee for each position. The makeup of the committee shall be determined by the School Director and take into consideration the skills required for the position being hired.
3. The review committee shall recommend candidates for hire to the School Director. If the School Director approves the recommendation, an offer of employment shall be made to the selected candidate.
4. If the School Director does not approve of the recommendation, the matter shall be referred to the Personnel Committee for consideration and decision making. If the Personnel Committee agrees on a candidate for hire, the position shall be offered to the Committee's choice. If the Personnel Committee does not agree, then the position shall go back out for recruitment.
5. All positions, once filled, shall be reported to the board at their regularly scheduled meeting.
6. Vacant and newly created positions must first be posted internally for a period of at least seven (7) calendar days in order that current employees have an opportunity to apply. The posting shall include:
  - a. Job Title
  - b. Essential requirements for education and experience
  - c. Knowledge and skills required
  - d. Key areas of responsibility
  - e. Closing date of competition
7. If a suitable applicant can not be found through the internal process, recruitment can then take place externally (i.e. newspaper ads, online, etc.) External advertising shall include the internal posting requirements as well as a brief description of LCPCS.
8. When time restraints dictate, the director can choose to post positions both internally and externally simultaneously, but internal applicants must be considered prior to considering external applicants.