

LCPCS Governing Board and School
Recruitment and Hiring Policy as of 12/22/15

This Policy is for all hiring except when the Governing Board is hiring the School Director.

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

Procedure:

1. Approval to recruit for budgeted positions will be granted by the School Director.
2. A team of at least three staff shall serve as the hiring 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. The School Director can serve on the hiring committee.
3. The hiring committee shall follow all LCPCS hiring procedures (references, interviews, etc.) and then recommend a candidate for hire to the School Director. If the School Director approves the recommendation, an offer of employment shall be made to the selected candidate, providing all hiring requirements are met (i.e. background checks, etc).
4. If the School Director does not approve of the recommendation from the hiring committee, the matter shall be referred to the Governing Board Personnel committee for consideration and decision making. If the Personnel Committee recommends the candidate for hire, the position shall be offered to the hiring committee's choice after full Governing Board approval. If the Personnel Committee also does not approve of the hiring committee recommendation, then the position shall go back out for recruitment.
5. All positions, once filled, shall be reported to the full Governing Board at their regularly scheduled meeting.
6. Budgeted positions first must 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 School Director can choose to post positions both internally and externally simultaneously, but internal applicants must be considered prior to considering external applicants.