

**Policy 7085 - EMPLOYING
LICENSED STAFF**

I. **Board Policy**

The ~~quality~~ **competence and preparation** of the staff hired by the Board of Education is the major component of an effective, productive, educational program. Therefore, the Board of Education and the Administration of the District will make every effort possible to attract and retain the best-qualified personnel.

II. **Nondiscrimination**

- A. The Park City School District is an equal opportunity employer and does not discriminate in hiring or employment on the basis of race, national origin, ethnicity, color, sex/gender (including sexual orientation, gender identity), age, religion, marital status, pregnancy, place of residence, disability, or other legally protected classification.
- B. The selection process shall be uniform for all applicants. Applicants with disabilities requiring reasonable accommodations during the hiring process may contact the ~~Associate Superintendent~~ **Director** of Human Resources.

III. **Procedures**

- A. Recognizing the responsibility legally vested in the Board of Education, the final employment decisions regarding licensed staff are made by the Board of Education upon the recommendation of the ~~interview committees~~ **superintendent**.
- B. In cases of vacancies in new or existing positions, **following administrative reassignments and/or transfers**, all positions must be posted publicly. External ~~candidates~~ **applicants** who meet the minimum requirements must be considered for an interview. For District level positions the posting shall remain open for a minimum of two **calendar** weeks.
- C. Every reasonable effort shall be made to ensure that all personnel committees are as objective as possible. Specifically, no one who has provided a recommendation for the applicant shall serve on the committee. If that is not feasible, the recommendation from the committee member shall be pulled from the application package.
 1. Site-based Interview Committees
Each school is responsible for establishing site-based committees to interview candidates and advise the principal on recommendations for hiring licensed staff. The committee shall include at least one building administrator, one teacher, and one parent. The principal shall forward all required documentation to the ~~Associate Superintendent~~ **Assistant Director of** Human Resources.
 2. District Interview Committees
The Superintendent will consider the advice of a District interview committee consisting of two Board members, two administrators, two teachers, two education support ~~personnel~~ **professionals** (classified) and two patrons regarding administrative hiring. At its first meeting, the Superintendent or designee will charge the committee with its responsibilities. The Superintendent may, at ~~his/her~~ **their** discretion, interview any or all of the candidates for any administrative position. The Superintendent will make the final recommendation to the Board. The committee chair will submit all of the required documentation to the ~~Associate Superintendent~~ **Director** of Human Resources.
Non-administrative district staff interviews should include a representative from the recognized employee associations and appropriate staff related to the functions of the vacant position.
 3. District Level Committee for Site-Based Hire
In the event that there are multiple positions available at the elementary level and/or a critical hire is necessary for a specific position for an elementary or secondary position and a site-based committee is not available and/or feasible, a principal and the ~~Associate Superintendent~~ **Director** of Human Resources may interview and recommend the hiring

of licensed staff. If positions are available at more than one school, the prospective employee will participate in the site-based interview committee process outlined in Section III C.1 of this policy and be recommended for placement accordingly.

- D. All personnel employed must be appropriately licensed or have the necessary provisional license from the State Board of Education before compensation can be received from the District.
- E. All first, second, and third-year teachers are provisional. Provisional teachers will receive notification regarding their continued employment status for the next school year as required by law and other applicable District policies governing non-renewal of provisional employees. Under special circumstances, provisional status may be extended a fourth or fifth year. See Policy 7160.
- F. All employment contracts are subject to the approval of the Board, and the Board reserves the right to reject the recommendations ~~from the superintendent forwarded from of District interview committees by refusing to approve an employment contract.~~ Notwithstanding this, the Superintendent or ~~his/her~~ **their** designee is authorized to hire an employee on a temporary, at-will, basis until the next regular meeting of the Board of Education, at which time, a recommendation on such employment contract will be presented for action by the Board. In such instances, the employee so hired shall be clearly informed of ~~his/her~~ **their** temporary, at-will, status and that final approval of employment can be achieved only by official action of the Board of Education.