

## **Washington South Supervisory Union Northfield and Roxbury School Districts**

### Hiring Procedure: Professional and Support Staff

1. When a position becomes available, the building administrator will notify the Human Resources and Support Services' Specialist (HRSSS) of the opening and of the deadline for applications, and an ad will be placed online at [www.schoolspring.com](http://www.schoolspring.com) and in local newspapers both explaining the position and clearly indicating the deadline.
2. Applicant applies and sends materials to HRSSS. A complete information packet, including cover letter, resume, current VT teaching license (if applicable), and three (3) letters of reference, and a copy of official transcripts must be received in order for information to be processed.
3. HRSSS will enter the applicant's name, date of application, position applied for, and appropriate administrator's name into the applicant information spreadsheet.
4. HRSSS will copy any hard copy received and distribute the application to the appropriate administrator(s). Original application will be filed in HRSSS's office.
5. Administrator facilitates the hiring committee process. More than one person must be included to recommend a candidate for hire to the Superintendent.
6. Administrator reviews all online applications and selects which applicants to interview.
7. Administrator completes appropriate hiring form following interviews for applicant(s) proceeding to second interview(s) with the Superintendent.
8. Administrators and/or designated member of hiring committee sends a letter informing the interviewees who were not selected for a second interview.
9. Administrator sends hiring form, along with any other required materials to the Executive Supervisory Union Assistant (ESUA).
10. ESUA reviews all of the materials and as appropriate:
  - a. Sets up a second interview with the Superintendent (professional staff) or,
  - b. Brings the application packet to the Superintendent so that s/he may approve it and set the employee's rate of pay (support staff).

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11. Once the candidate is approved for hire, ESUA will contact the employee to set up an appointment to complete the paperwork for their criminal record background check, abuse registry check, and to give them their employee packet (including the contract).
12. Finalists not selected will be contacted by the Superintendent informing them that they were not chosen for the position.
13. ESUA will send the employee to the HRSSS for any and all insurance paperwork. The HRSSS will notify the Business Office of any necessary insurance information.
14. Once a Criminal Record Check has been completed and returned to WSSU, and has been cleared, the ESUA will notify the appropriate administrator that the employee is eligible to begin work. The administrator will contact the employee and send notice of start date to the ESUA. (Note: In the event that an immediate hire is needed prior to receipt of the primary background check, the individual may begin only after approval of the superintendent with secondary background check or supervision in place. In this case ESUA will notify the administrator when primary check has been received and approval for employment is final).
15. ESUA will provide the Business Office with the employee's original W-4, I-9, and Direct Deposit forms, as well as a copy of the employee's contract. Copies of the W-4 and I-9 forms will be made and placed in the employee's personnel file. The ESUA will then notify the Technology and Facilities Departments of the new hire so that they may each set up the employee as needed. The employee will also be added into the employee directory and SchoolMaster at that time.