

Washington South Supervisory Union Northfield and Roxbury School Districts

Hiring Procedure: Co-Curricular

1. Applicant applies and sends materials to Human Resources and Support Services' Specialist (HRSSS). A completed job application and three (3) letters of reference must be received in order for information to be processed. *(NOTE: If the applicant is intending to continue the same position from the previous year, s/he must notify the Athletic Director who will notify the Executive Supervisory Union Assistant (ESUA).)*
2. HRSSS will enter the applicant's name, date of application, position applied for, and appropriate administrator's name into the applicant information spreadsheet.
3. HRSSS will then copy and distribute the application to the Athletic Director. Original application will be filed in HRSSS' office.
4. Athletic Director reviews all applications and selects which applicants to interview.
5. Athletic Director completes appropriate hiring form following interview.
6. Athletic Director sends hiring form, along with any other required materials (e.g. certification if applicable, resume, etc.) to Superintendent's Administrative Assistant (SAA) in the Central Office.
7. ESUA reviews all of the materials and schedules an appointment with the applicant to complete the paperwork for their criminal record background check, abuse registry check, as well as their I-9 and W-4 forms.
8. After the applicant's criminal background check has been received, ESUA will notify the Administrator that the employee is eligible to begin work.
9. ESUA will notify the Business Office of the new employee by giving them the original forms for payroll, as well as a copy of the contract. Copies of the W-4 and I-9 forms will be made and placed into their personnel file/employee file.