

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

**Hiring Procedure: Bridges Afterschool Program Staff**

1. When a position becomes available, the Site Coordinator 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 internally, 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, application, resumé, current VT teaching license (if applicable), and three (3) letters of reference, and a copy of official transcripts (if applicable) 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 then copy and distribute the application to the appropriate Site Coordinator. Original application will be filed in HRSSS's office.
5. Site Coordinator reviews all applications and selects which applicants to interview.
6. Site Coordinator facilitates and organizes the hiring committee process. More than one person must be included to recommend a candidate for hire to the Superintendent.
7. Site Coordinator completes appropriate hiring form following interviews for applicant(s). Site Coordinator sends hiring form, along with any other required materials to the Executive Supervisory Union Assistant (ESUA).
8. Site Coordinator and/or designated member of hiring committee sends a letter informing the interviewees who were not selected for a second interview.
9. ESUA reviews all of the materials and as appropriate and brings the application packet to the Superintendent so that s/he may approve it and set the employee's rate of pay.

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10. 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 hiring letter).
11. 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 Site Coordinator 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 Site Coordinator when primary check has been received and approval for employment is final).
12. 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 hiring letter. Copies of the W-4 and I-9 forms will be made and placed in the employee's personnel file.