

DISTRICT HIRING PROCEDURES

DC ADMIN. PROCEDURES

**GENERAL
GUIDELINES**

Cooper ISD does not discriminate on the basis of sex, age, disability, ethnicity, race, color or national origin in its education programs or employment, as required by Title IX, Section 504 and Title VI.

Committee usage is required if two or more qualified (based on job posting and administrative assessment) applicants apply for a term/probationary contract position within the District. Otherwise, committee usage is not feasible and deemed unnecessary.

All position postings shall be in accordance with the guidelines of policies DC and DAA at a minimum.

**HIRING
COMMITTEES**

Qualified applicants shall be narrowed by the committee.

The committee chairperson shall guide the committee(s) in developing a list of appropriate questions and a ranking system for conducting interviews.

The chairperson shall ensure all questions and considerations shall be nondiscriminatory as defined per policy DAA.

All interviewees shall be scored based on similar questions and top two individuals shall be recommended to the chairperson. If only one applicant is acceptable (meaning no other interviewee is acceptable), the committee may make a single recommendation to the chairperson or review qualified applicants for additional interviewees. If no qualified applicant is acceptable to the committee, reopening the position is a valid request.

All committee members are encouraged to keep the name of an applicant confidential to avoid potential harm to the career of any applicant.

The chairperson shall ensure all hiring committee meetings are held at a time convenient for members, especially any community or parent members, with notification at least 72 hours prior to the interview.

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The interviewee and the chairperson are the only required attendance to a hiring committee meeting, thus the chairperson may conduct interview if no members attend as long as the meeting was reasonably scheduled.

A member of the Board of Trustees shall not be a voting member of any hiring committee by any Site Based Decision Committee.

The chairperson shall be a voting member of the committee.

Committee members should exclude themselves from any interview proceedings where a conflict of interest could exist.

The chairperson shall additionally exclude any committee member where a known conflict of interest potentially exists.

Committees are reminded that their role is only to recommend and they cannot exercise an agreement of employment. Reasons for rejecting a committee's recommendation at any level shall not be communicated in any instance to the committee or an individual committee member.

CAMPUS POSITION REQUIRING NEW TERM
OR PROBATIONARY CONTRACT

The Principal shall receive approval to post position from the Superintendent prior to posting the position.

The Principal shall be responsible for administrator assessment with regard to determining qualifications of an applicant, unless position is a dual contract teacher/coach in which case the Athletic Director shall assess coaching qualifications and the Principal shall assess teaching qualifications for determining qualified.

If position is to report to multiple campuses, the Superintendent shall choose the campus to conduct the interview.

The Campus Site Based Decision Committee shall select one of the below methods if a hiring committee is necessary:

- a. The SBDC shall conduct the interviews as the hiring committee.

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- b. The SBDC shall approve a hiring committee(s) to conduct interviews and make recommendations to the Principal.

The Principal shall chair the interview committee(s). Other supervisors (Principal, Asst. Principal, Athletic Director) are included as members of any applicable hiring committee and may be designated as chairperson of the committee if campus Principal has a conflict or potential conflict.

The Principal shall check references and approve/disapprove as provided by policy DC the committee recommended candidate(s). The Principal shall submit the candidate(s) to the Superintendent or task the committee for additional recommendations.

The Superintendent shall make a recommendation as provided per policy DC to the board or task the Principal for additional committee recommendations after conducting criminal background check, optional reference checks and/or discussions with the candidate(s).

If the Board rejects the first recommendation, the Superintendent may recommend the second candidate.

If the Board rejects the first and second candidate, the Superintendent shall task the Principal for additional committee recommendations. Reopening the position is a valid request from the committee.

The SBDC may modify the hiring committee(s) as deemed necessary, but the Principal shall ensure a review of this decision at the beginning of each school year.

In acute shortage areas, a certified applicant for a position as a classroom teacher who is not a retiree shall be given preference over a retired applicant per policy DC.

A new position shall not be created without consent of the Board.

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ADMINISTRATOR/
DIRECTOR POSITION

The Superintendent shall consult the Board with intention to post position or eliminate the position. The Board President may appoint a data gathering committee to solicit input for qualification criterion prior to posting the position.

The Superintendent shall be responsible for administrator assessment with regard to determining the qualifications of an applicant.

The District Site Based Decision Committee shall choose one of the following methods if a hiring committee is necessary:

- a. The SBDC shall conduct the interviews.
- b. The SBDC shall approve the hiring committee(s) to conduct interviews and make recommendations to the Superintendent.

The Superintendent shall chair the interview committee(s).

The Superintendent shall make a recommendation as provided per policy DC to the Board or task the committee for additional recommendations after conducting criminal background check, reference checks and optional individual discussions.

If the Board rejects the first recommendation, the Superintendent may recommend the second candidate from the committee.

If the Board rejects the first and second committee recommended candidates, the Superintendent shall be tasked for additional committee recommendations. Reopening the position is a valid request from the committee.

The SBDC may modify the hiring committee as deemed necessary, but the Superintendent shall ensure a review of this decision prior to posting an applicable position.

A new position shall not be created without consent of the Board.

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SUPERINTENDENT
POSITION

The Board shall hire/appoint an interim Superintendent.

The Board President shall appoint a data gathering committee to solicit input for qualification and selection criterion prior to posting the position.

The Superintendent position shall be posted per the guidelines of policies DC and DAA at a minimum.

The Board President shall accumulate an information package including Board Operating Procedures, Board Calendar, District Mission Statement, District Goals and Objectives and other District policies/procedures deemed informational for dissemination to each candidate to be interviewed.

The Board shall determine the interview process to be followed from hiring consultants to conducting interviews internally, but in all instances information from the data gathering committee shall be prioritized in the interview process.

The name of all applicants shall be kept confidential until naming of finalist(s) and compliance shall be maintained in regard to the 21 day grace period prior to naming a Superintendent as provided per policy BJB.

POSITION NOT REQUIRING A TERM OR
PROBATIONARY CONTRACT

These positions shall be filled at the Superintendent's discretion per policy DCD.

Educational aides who show a willingness to become certified teachers are encouraged to receive preference per policy DC.

A new position shall not be created without consent of the Board.

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REASSIGNING CURRENT EMPLOYEES
TO FILL A LIKE POSITION

These positions shall be filled at the Superintendent's discretion per policy DK.

Employees cannot be reassigned to positions requiring a different type of contract without opening the position and following the applicable hiring procedure (i.e. teacher to administrator position).

A new position shall not be created without consent of the Board.