

Recruitment of certificated employees is the responsibility of the superintendent or designee. In the discharge of this responsibility, the superintendent will make such use of other administrative and supervisory staff members as may be both practical and effective. Recruitment practices will be conducted in a professional and competent manner with utmost regard for the welfare of the school district.

The District shall actively recruit for the best qualified personnel for each job vacancy. The District reserves the right to assign, reassign, and transfer personnel in the best interests of educational practice. In-building or in-District reassignments to vacant positions will be considered prior to vacancy announcements.

The recruitment period for vacancies posted in-District will be for a period of five (5) school days. If no qualified candidates within the District apply within the five-day period, the vacancy will be posted outside of the District.

As used herein, “qualified candidates” means those individuals who satisfy identified qualifications, experience and other identified criteria for the position, which may include, but is not limited to, any of the following: training, experience, character, certification, and education. Qualified candidates are also those individuals who agree to provide information on past job performance as required by Idaho Code §33-1210 and District Policy 404.50 (Information on Past Job Performance) and who agree to submit to a criminal background check in accordance with Idaho Code §33-130 and §33-512(15) and District Policy 402 (Criminal History Checks for Employees, Volunteers and Contractors).

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**LEGAL REFERENCE:**

Idaho Code Sections

- 33-130 – Criminal History Checks for District Employees or Applicants for Certificates or Individuals Having Contact with Students -
- 33-506 – Organization and Government of Board of Trustees
- 33-512(15) – Governance of Schools (Criminal History Checks)
- 33-1210 – Information on Past Job Performance

**ADOPTED:** September 23, 1998

**AMENDED:** February 21, 2023