

PROCEDURES FOR HIRING

The following procedure is followed when a position becomes available in the King George County Public School System:

- An announcement of the available position and closing date, will be posted on the division Web Site and, when applicable, mailed to placement services of colleges and universities and professional publications. Announcements may, also, be placed in local and regional newspapers.
- The Director of Personnel will screen all online professional applications and notify building administrators if an applicant is qualified for an opening. Building administrators will also periodically review these applications as well as support applications on file in the personnel office.
- Applications will remain on file for approximately one year. Administrative personnel will have access to the online professional applications.
- Applications that meet the qualifications for the position will be reviewed by the appropriate supervisor to select candidates who will be interviewed for the position.
- Professional Positions: An interview panel of appropriate colleagues will be established by the Director of Personnel. Administrative candidates may be interviewed by the Superintendent. References will be contacted prior to a final recommendation to the School Board for approval. Teacher candidates will complete an online professional application. Administrators will review applications and set up interviews for candidates who meet degree and licensure requirements. The interview team may consist of the Director of Personnel, building level administrators and teachers.
- Other Staff Positions: An interview panel will be established by the appropriate supervisor. References will be contacted prior to a final recommendation to the School Board for approval.
- A uniform set of questions will be asked of all applicants interviewed. The immediate supervisor will compile notes on the applicants' responses and the panel's conclusions and forward them to the Director of Personnel.
- A letter of regret will be sent to candidates who were interviewed for the position and who were not selected after the School Board takes official action.

Issued: January 23, 2002

Reissued: January 14, 2004, September 8, 2004, October 8, 2008, August 26, 2009

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