

**NEW SALEM/WENDELL SCHOOL COMMITTEE**

**Staff Hiring Policy**

Any staff vacancies shall be published by the Union #28 Central Office. Vacancies shall be published internally for five days and then shall be published on SchoolSpring.com or through other appropriate medial.

The principal shall be primarily in charge of the hiring process. The Principal is accorded flexibility in organizing the hiring committee, determining the number of applicants to be interviewed, determining the number of interviews, and scheduling the interviews. It is the intent of this policy that the Principal keep the best interests of Swift River School in mind when making these decisions. It is the intent of this policy that the Principal attempt to follow steps One through Three, outlined below, making changes only as necessary:

1. The Principal shall set up a hiring committee for each vacancy. The principal shall determine the appropriate number of committee members and shall make the final choice as to who those committee members shall be. Committee members may include current staff, school committee members, parents of students, and residents of New Salem or Wendell.
2. The Principal shall arrange a first round of applicants to be interviewed by the hiring committee. At the conclusion of the first round of interviews, each hiring committee member shall vote for his or her top three choices. The Principal shall tally the committee's votes and accordingly select applicants for the second round of interviews. Prior to the second round of interviews, the Principal shall conduct a reference check of the selected applicants.
3. The Principal shall decide whether a second round of interviews is needed and if so, shall arrange a second round of interviews. The Principal shall make the final hiring decision, taking into account input from members of the hiring committee. At the Principal's discretion, he or she may request input from the Superintendent.

The Superintendent must give final approval for the Principal's hiring choice. Approval is contingent in part upon applicant passing background checks as required by law.

First Reading: 09/08/16

Second Reading, First Vote: 10/06/16

Final Vote: 11/03/16