

Staff Employment and Certification

Lincoln County School District #2 uses a strict procedure for hiring and recruiting both certified and support staff.

All positions are posted on our district website, in the local newspaper, and on our online application system, School Recruiter. Positions for certified staff are also posted via Handshake and are distributed nationwide.

Once an application is received via School Recruiter, applications, resumes and reference checks are reviewed by the HR department as well as any building administrator or director who has access. Building administrators/directors only have access to the applications that pertain to their building or department. This check is done prior to an invitation for an interview being extended.

When a certified position is open, the HR department checks for a certification match via college transcripts or a copy of the actual certification from whatever state the candidate is coming from. If the certification does not match the position, it is so noted on the application. Any certification questions are directed to the Wyoming Professional Teaching Standards Board. Directors of Secondary and Elementary Education review all teaching applications. Applications must be cleared by one of the Directors prior to building principals having access to them. Principals are only allowed to see the applications that have passed the previous reference and certification screenings and are cleared by the Directors. Once principals are given the cleared candidates they select their choices for the interview. Prior to an interview being scheduled the Superintendent conducts a teacher perceiver to screen certified applicants. Applicants that score a 1 on the perceiver are invited for an interview. Some applicants that score a 2 on the perceiver are invited for an interview. All interviews are scheduled via School Recruiter so as to maintain the integrity and transparency of the application, interviewing, and hiring process. The Superintendent is consulted on each invitation for an interview so as to remain completely involved in the process. Candidates must accept the interview invitation via School Recruiter. Interview committees, to include stakeholders, are utilized to facilitate an open process. Consistent interview forms are used for each employee classification. Successful candidates are offered a position by the principal of the receiving school or one of the Directors. Unsuccessful candidates who are interviewed also receive a personal phone call informing them of the committee's decision. Candidates who are not selected for an interview are informed via School Recruiter.

All interview forms are scanned and stored with the District Secretary. Signed job descriptions are filed with the employee's personnel file.

EXAMPLES OF EVIDENCE

Designated HR staff member LCSD#2 does not have a designated HR department. Duties are shared between the District Secretary, Payroll Clerk, Business Manager, and the Superintendent.

Responsibilities include:

District Secretary- Main resource for advertising, applications, certifications, recertification, background checks, and completion of compliance training. Also completes the 602 and 652.

Payroll Clerk- Resource for payroll and benefits.

Business Manager- Resource for FMLA and other employee related questions.

Superintendent- Responsible for hiring and firing decisions.

Job Descriptions

Job descriptions are all job-specific. Job descriptions are posted on the application. Job descriptions are reviewed and signed by the applicant at the time of the interview. All interview forms are scanned and stored indefinitely. Signed job descriptions are included in the new employees' personnel file.

WDE602 Submission

The District Secretary, in coordination with the Business Manager, submits the WDE602.

Employee Handbook

All certified staff receive an employee handbook prior to the new employee starting employment. Handbook is updated on an annual basis. Handbook is available on our website.

Hiring Procedure

See policy GCD/GDD- Staff Recruiting/Hiring; Policy GDAC- Hiring Procedure for Bus Drivers Procedures GCD-R- Hiring Procedure; GDAC-R-Transportation Staff Hiring Procedure