

STAFF HIRING PROCEDURES

It is the desire of the Maggie L. Walker Governor's School Regional Board to recruit, hire and retain the best possible qualified applicants.

The Director is responsible for developing procedures for advertising vacancies and new positions. Those procedures will be designed to ensure that all openings are properly advertised to give all interested and qualified parties the opportunity to apply. While most positions will be filled using those procedures, the Regional School Board may, at the request of the Director, fill positions in other ways. For example, the Regional School Board may authorize the filling of a position to accommodate the disability of an employee, to transfer an employee when it is determined to be in the best interest of the school, to satisfy the rights of employees returning from leave, to move an employee whose performance is unsuccessful to a position in which the employee might be successful or to discipline an employee for conduct deficiencies.

Current school employees are given an opportunity to apply for positions for which they are qualified.

Vacancies and new positions within the school are advertised on the internet, in the school's Main Office.

The applicant determined to be the best qualified shall be selected for a vacant or new position, regardless of whether the applicant is an internal or external candidate.

Application for employment at Maggie L. Walker Governor's School shall be made in writing on forms provided by the Executive Assistant to the Director.

It is the responsibility of the applicant to furnish accurate information and any falsification of either information or credentials is cause for dismissal or refusal to employ.

Adopted: June 18, 2015

Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-70, 22.1-78.

Cross Refs.: Pol 0011 Nondiscrimination
 TBD Effect of Criminal Conviction or Founded Complaint of Child
 Abuse or Neglect