

## **HIRING PROCEDURES**

### **Application**

Applications will be invited from persons within and outside of Maggie L. Walker Governor's School.

Maggie L. Walker Governor's School utilizes technology to promote openings and to solicit talent through an Applicant Tracking System. Applications complete prescribed forms for all positions will be received and processed by the Department of Human Resources.

### **Selection**

Applicants for employment as an associate director, assistant director, coordinator, athletic director, and other administrative and supervisory personnel will be interviewed by the director and/or other designated panel member .

The director will recommend contractual candidates for employment to the Regional School Board.

The director is authorized to hire temporary, part-time, or full-time administrators on an interim basis without first obtaining Regional School Board approval as may be necessary for the continued operation of the school between meetings of the Regional School Board. In such cases, the administrator shall be required to sign an agreement setting forth the terms and conditions of employment as stated in all applicable Regional School Board policies or regulations. Every such agreement shall clearly state that employment will terminate absent formal action of the Regional School Board within 45 days.

Applications from candidates for teaching positions who are not selected will be retained through October of the year of application and reactivated upon request in writing.

Adopted: October 15, 2020

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Cross Ref.: Pol 5000.1                      Staff Hiring Procedure